

Job Description –Inclusion and Diversity Officer

POST	Officer – Inclusion and Diversity
REPORTING TO	Manager – Programmes Support and Development (PSD) Team
JOB PURPOSE	<p>To ensure that the outreach and communication of Erasmus+ and the European Solidarity Corps programmes are highly supportive, meeting objectives of Inclusion and Diversity.</p> <p>To ensure the successful implementation of high quality and inclusive projects in the programmes.</p> <p>To promote the value and potential of international working to Léargas beneficiary groups, especially inclusion organisations, supporting the development of project ideas that respond to needs and current context.</p>
PAY GRADE	<p>Equivalent to Executive Officer Standard (PPC) Grade €30,884.</p> <p>Successful applicants start on point one.</p>

Léargas manages national and international exchange programmes in Adult Education, School Education, Vocational Education and Training, Volunteering and Youth. These activities connect people in different communities and countries and bring an international dimension to the work of organisations across Ireland. We are the National Agency for the Erasmus+ and European Solidarity Corps programmes of the European Union across the sectors mentioned above. We are a company limited by guarantee and a registered charity. We work under the aegis of the Department of Further and Higher Education, Research, Innovation and Science.

We have built a national and international reputation for effectively managing significant levels of funding to support European collaboration and exchange. We have also built a reputation for a friendly and supportive approach to programme applicants and beneficiaries.

We are now recruiting for an enthusiastic and driven person to join the team in Léargas as Inclusion and Diversity Officer. This is an exciting opportunity for the right candidate to progress their career working in intercultural partnership within European programmes for education, training, youth and volunteering.

Key Responsibilities

- Design and implement activities both internally and externally that address and improve inclusivity and diversity, using the Erasmus+ Inclusion and Diversity Strategy, as well as the Léargas Strategy and workplans as a guide. Monitor and evaluate the plans regularly, adapting to reflect internal and external contexts, as necessary.

- Act as the internal expert on inclusion and diversity, liaise regularly with teams and colleagues across the organisation to support identification and outreach to inclusion organisations in Ireland. Provide advice and support to each sector (Adult Education, School Education, Vocational Education and Training, Volunteering and Youth) on inclusion and diversity.
- Support the delivery of inclusive and adaptive information and training to potential programme beneficiaries in line with training plans. Give inputs at Léargas training events on a regular basis.
- Create and implement innovative support processes that encourage 'hard to reach' groups to learn about our programmes.
- Implement and track Léargas' own internal inclusion strategy and accompanying activities, tracking staff needs and identifying areas for improvement. Support HR activities that address diversity and inclusion in the workplace.
- In consultation with the Communications Team, support the development of communications activities that encourage 'hard to reach' groups to learn about Erasmus+ and European Solidarity Corps (ESC).
- Evaluate projects and final reports across the sectors in line with Erasmus+ and ESC programme requirements, ensuring they are objectively assessed according to relevant criteria and timelines, paying close attention to inclusion criteria. Participate in PSD team programme work as required.
- Represent Léargas at events (national and international) and engage with relevant stakeholders across all sectors.
- Ensure connection between policy and practice in Erasmus+/ESC and relevant sectors. Work alongside colleagues to develop resources on policy and in particular on inclusion. Consider and coordinate external research or development work on inclusion if required.
- With the relevant Officer, support the coordination of Transnational Cooperation Activities (seminars, training, etc.) for potential programme participants, ensuring maximum outreach.
- Contribute to organisational learning and planning through sharing of information and experience with colleagues.
- Take personal responsibility for your personal and professional learning and development, including active involvement in the Léargas Performance Management and Development System.
- Participate in the PSD team work as required, including preparing for programme deadlines, final reports and online tools.

Person Specification

Essential skills, experience and qualifications required:

- Qualifications in relevant subject area or field(s) e.g. voluntary sector, community organisations, civil society, adult education, youth work, education, vocational education and training.
- Experience in the area of inclusion and diversity, with demonstrable experience in intercultural working
- Experience in training and facilitation, preferably in the voluntary sector or the education, training, or youth sectors
- Some experience and understanding of funding applications and/or project development in the voluntary sector or education, training, or youth sectors
- Exceptional interpersonal and communication skills including presentation and group facilitation skills, including some experience of online and virtual training development and delivery
- Understanding and experience of international working and/or intercultural teams
- Ability to be flexible and fit within a team that has a strong values-based approach to work

- Ability to work to concrete deadlines, meet targets and work independently and interdependently in a high functioning environment
- Excellent analytical and evaluation skills and ability to make objective judgements and clear recommendations based on content and criteria
- Strong problem-solving skills and the ability to manage complexity and diversity while prioritising competing demands
- Excellent writing and reporting skills
- Excellent IT skills with a passion for seeking out new and innovative ways to communicate and train online

Key Competences required:

- Personal effectiveness
- Communication
- Organisation and planning
- Analytical and conceptual thinking
- Critical analysis
- Interpersonal understanding

General requirements of all Léargas staff

We expect our people to show leadership, exceptional organisational and planning skills, and to be analytical and conceptual thinkers with excellent IT, networking and influencing skills. We expect excellent interpersonal and communication skills, including presentation skills, combined with an ability to fit within a team that works to support the vision and mission of Léargas.

Application process

Please send CV and letter of motivation to recruit@leargas.ie to reach us no later than **5pm on Friday 19 February 2021**. We work a minimum of 35 hours per week in a flexible working environment. The salary range is equivalent to Executive Officer €30,884. This post is full time and based in our office in Dublin with significant national and international travel within Government guidelines. Full clean driving licence is essential.

Léargas staff are currently working at home in line with Government guidelines on COVID-19.

Equal Opportunities: Léargas is an equal opportunity employer. We welcome applications from people with disabilities and from members of all communities.