

Senior Support and Development Officer (Youth) Permanent

JOB DESCRIPTION

POST	Senior Support and Development Officer (Youth) Permanent
REPORTING TO	Head of Youth, Sport, and European Solidarity Corps Team
PAY GRADE	€54,764 Higher Executive Officer scale. The successful candidate will commence at point 1.
APPLICATION DEADLINE	5pm on 29 th March 2024. In person interviews to take place in Dublin week commencing 8th April 2024.

Léargas manages national and international exchange programmes in adult education, school education, vocational education and training, sport, youth, and volunteering. 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 Erasmus+ in Adult Education, School Education, VET and Youth, and the European Solidarity Corps (volunteering and solidarity). We have built a national and international reputation for effectively managing significant levels of funding to support international collaboration.

We are now recruiting for an enthusiastic and driven person to join the team in Léargas as a Senior Support and Development Officer on a permanent contract. This is an exciting opportunity for the right candidate to progress their career working with the youth sector on European project development.

The Role

- Working with Léargas colleagues to support the implementation of high-quality projects through the provision of information and training support to potential and actual beneficiaries in the Youth, Sport, and ESC fields.
- Be the leading staff member in Léargas overseeing the promotion, selection, project assessments and reports of beneficiaries across the field of Youth and other fields as required in collaboration with colleagues, and following the procedures established by the European Commission.
- Act as the key liaison with management on key sector areas, primarily Youth, monitoring, and reporting on progress against targets.
- Develop and implement supporting processes including monitoring, tools, articles, and training that encourage applicants to develop sustainable strategic activities in Erasmus+ initiatives.
- Develop, implement, and oversee the Youth team operational plan while contributing to the overall YSE and TCA/Net team plans.

- Represent Léargas at events to network and engage with relevant stakeholders across all Erasmus+ education training and youth key sectors.
- Build and maintain effective strategic relationships with relevant organisations.
- Engage and lead on initiatives that support and enhance links between practice and policy and overall evidence-based quality provision.
- Liaise with colleagues and provide support, leadership, and guidance to them in meeting targets and deadlines.
- Work flexibly with colleagues to identify strategic opportunities, facilitate high performance and lead by example.
- Apply appropriate systems / processes to enable quality checking of all activities and outputs.
- Take responsibility and be responsible and accountable for the delivery and delegation of agreed objectives.
- Plan, schedule, and implement the assigned Transnational Cooperation Activities (seminars, training, etc.) strategy according to guidelines, on time and in budget.
- Contribute to organisational learning through sharing of information and experience with colleagues in Léargas and internationally.
- Lead cross-team initiatives relating to programme needs, to bring about innovation and development.
- Take personal responsibility for your personal and professional learning and development including active involvement in the Léargas Performance Management and Development System

Person Specification:

- Qualification(s) in relevant subject area or field(s) (e.g., adult education, youth work, education, vocational education, and training)
- Minimum three years' experience of working in the Youth sector.
- Proven experience of leading a team
- Proven experience of leading on and managing strategic projects.
- Ability to delegate and clearly identify areas for improvement.
- Proven experience of managing budgets and/or grant funding and reporting on same
- Experience of working on international or EU funding programmes is desirable.
- Exceptional interpersonal and communication skills including presentation work and group facilitation skills.
- Ability to build strategic links with a broad spectrum of organisations.
- Ability to adapt and be flexible thereby positively contributing to the implementation of change in a team that has a strong values-based approach to work.
- Ability to work to concrete deadlines and meet operational and organisational targets.



- Ability to work independently and interdependently in a high functioning values-based team.
- Demonstrate high levels of problem-solving skills and manage complexity and diversity while prioritising competing demands.
- Excellent analytical and evaluation skills, ability to make clear judgements and recommendations based on content and criteria.
- Good writing, reporting skills and IT skills.

Key competencies:

Team Leadership

Judgement, Analysis & Decision Making

Management and Delivery of Results

Interpersonal & Communication Skills

Specialist knowledge and relevant expertise.

Drive and commitment to Léargas values.

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

Send your **expression of interest and concise CV** to recruit@leargas.ie to reach us no later than **5pm on 29th March 2024**. **In person Interviews to take place in Dublin week commencing 8th April 2024**.

On conclusion of this competition a panel may be formed for a period of 18 months. Candidates who are informed they have obtained a place on the panel may be considered for shortlisting for similar vacancies when they arise.

We work 35 hours per week in a flexible environment. The position is based in Dublin and may require national and international travel. We operate a hybrid weekly work arrangement with staff attending some days in the office and some working from home.

Léargas Employee benefits include generous annual leave with opportunity to earn additional time off in lieu, pension scheme on completion of probation, Employee Assistance Programme, and Illness benefit.

Léargas is an equal opportunities employer and welcomes applications from people with disabilities.