

<b>POST</b>	Support and Development Officer Discover EU
<b>REPORTING TO</b>	Head of Youth, Sport, and European Solidarity Corps team
<b>JOB PURPOSE</b>	To ensure the successful implementation of high-quality projects and activities in the Erasmus+ programme (and other programmes). Roll out of the new programme for young people and the youth sector, DiscoverEU. Promoting the value and potential of international working to client groups and supporting the development of project ideas, responding to their needs. Project assessment and evaluation of reports across the field of Youth
<b>PAY GRADE</b>	€34 562, Executive Officer scale.
<b>APPLICATION DEADLINE</b>	5pm on 29 <sup>th</sup> March 2024.

Léargas manage national and international exchange programmes in adult education and schools, vocational education and training, and 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 Support and Development officer Discover EU. This is an exciting opportunity for the right candidate to progress their career working in intercultural partnership for education, training, and youth.

## 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.
- Develop and roll out new initiatives for the youth and NGO sectors, especially DiscoverEU.
- Deliver, develop, and review the learning cycle programme for Discover EU participants.
- Develop systems to support the engagement of Discover EU current and future participants in programme activities.

- Ensure project evaluations and reports in Erasmus+ key actions and fields are objectively evaluated according to relevant criteria and timelines.
- Implement comprehensive and supporting processes to encourage applicants to develop sustainable strategic activities with a view to developing mobility projects.
- Represent Léargas and engage with stakeholders, assisting them in achieving their objectives.
- Contribute to organisational learning through sharing of information and experience with colleagues in Léargas and internationally.
- Identify connection between policy and practice in the youth Erasmus+ Key Actions and in the youth field.
- Support the development and implementation of national and transnational training activities/ networking events and contact seminars for programme participants/ stakeholders.
- Maintain comprehensive records and prepare relevant reports annually and as required.

### **Person Specification:**

- Qualifications in relevant subject area or field(s) e.g., youth work, voluntary sector, community organisations and/or civil society, or relevant experience.
- Experience in facilitation/training, both online or office an advantage, preferably in the youth, voluntary or education/training sectors.
- Exceptional interpersonal, communication and presentation skills.
- Understanding and experience of international working and/or intercultural teams.
- Some experience and understanding of funding applications and/or project development in the youth, voluntary or sport sectors desirable though not essential.
- 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.
- 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 competencies required.

- People management
- Analysis and Decision making
- Delivery of Results
- Interpersonal and Communication skills
- Specialist Knowledge, Expertise and Self Development
- 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](mailto:recruit@leargas.ie) to reach us **no later than 5pm on 29<sup>th</sup> March 2024**. Interviews to take place in Dublin week commencing 8<sup>th</sup> 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 is an equal opportunities employer and welcomes applications from people with disabilities.