

## ASPIRE- PEACEPLUS Project (Léargas)

### Development Officer

#### 4.5 -year Specific Purpose Contract

#### JOB DESCRIPTION

<b>POST</b>	Development Officer
<b>REPORTING TO</b>	Head of ASPIRE-PEACEPLUS Project (Léargas)
<b>JOB PURPOSE</b>	<p>To support the successful implementation of Léargas programmes and initiatives, specifically the ASPIRE PEACEPLUS Project.</p> <p>To support the project, its partners and its beneficiaries to achieve their strategic and operational goals.</p> <p>To support the development, coordination, management, and implementation of the PEACEPLUS Shared Education Programme (ASPIRE), which works with approximately 40 schools in the border counties of Ireland.</p> <p>To promote shared education within the wider community and contributing to the development of a Continuous Professional Development (CPD) programme for teachers. Quality assurance for externally delivered CPD courses is a key responsibility.</p>
<b>PAY GRADE</b>	<p>Léargas utilises Civil Service Pay Scales</p> <p>Appointment refers to Higher Executive Officer (H) PPC - <b>successful candidate commences strictly at point 1 €60,459</b></p>
<b>DEADLINE</b>	5pm on 15 <sup>th</sup> November 2024

Léargas manages national and international exchange programmes in adult education and schools, vocational education and training, youth, sport 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 a company limited by guarantee and a registered charity (CHY 8317).

The Education Authority in Northern Ireland, Léargas, Early Years Northern Ireland, National Childhood Network and Fermanagh Trust collaborate to implement the PEACEPLUS Advancing Shared Partnerships through Inclusive Relationships in Education (ASPIRE) programme. ASPIRE targets early years settings, primary, and post-primary schools in Northern Ireland and the Border Counties of Ireland, focusing on schools with little or no previous experience in providing shared education opportunities. The programme aims to build a culture of good relations among school children, equipping them with the skills and attitudes needed to contribute to a society free from sectarianism and intolerance and a culture of cooperation and collaboration is the norm.



We are now seeking an enthusiastic and driven individual to join the Léargas team as a Development Officer ASPIRE-PEACEPLUS. Reporting to the Head of ASPIRE-PEACEPLUS project, this role offers an exciting opportunity to advance your career while working in a transnational partnership for education and learning for children and young people.

## **Main Duties and Responsibilities:**

### **1. Strategic Development:**

The Development Officer will:

- Support the design, development, and implementation of the ASPIRE project in line with agreed objectives.
- Assist with forward planning and delivery of the project.
- Provide support and leadership across the implementation team, assign and manage delivery of tasks on time and to a high quality.
- Contribute to the development and implementation of annual delivery plans. • Promote and communicate the PEACEPLUS Shared Education Project ASPIRE.
- Implement monitoring and quality assurance procedures for the project.
- Assist in evaluating the project's effectiveness.

### **2. School Support and Development:**

- Build effective working relationships with participating schools.
- Support schools in developing effective partnerships and leadership in shared education.
- Liaise with external organisations supporting schools in Shared Education.
- Provide advice and guidance on resources for Shared Education delivery.
- Collaborate with teachers and the project team to develop curriculum materials and programmes.
- Promote curriculum innovation within Shared Education.
- Assist schools in planning, implementing, monitoring, and evaluating Shared Education programmes.
- Work with the project team to plan and implement a CPD programme for teachers.
- Establish professional learning communities to share experiences and best practices.
- Support partnerships in self-evaluation.

### **3. Accountability:**

- Ensure full adherence to governance and accountability systems and operations policies and procedures.
- Provide regular progress reports to the Project Manager.

## **Person Specification:**

This is a post seeking an innovative and forward-thinking individual with a proven track record in leadership, management and curriculum/staff development. In addition, it is essential that the individual has strong inter-personal skills. The successful candidate will ensure supportive, efficient, and effective delivery of objectives for the project team, collaborating across the ASPIRE-PEACEPLUS partnership.

**Knowledge**

The ideal candidate will have a solid understanding of:

- The Irish Curriculum.
- Current educational developments in Shared Education.
- CPD programme development in education and quality assurance of CPD programme delivery.
- Effective classroom pedagogy and methods to ensure high standards in teaching, learning, and achievement.
- Communication strategies for educational projects.

**2. Skills:**

The candidate must demonstrate highly developed skills to:

- Lead, manage, motivate, and inspire others.
- Articulate a clear vision for shared education.
- Build strong relationships at all levels and promote a collaborative team approach.
- Lead strategically and foster personal and professional development.
- Promote, achieve, and evaluate high-quality experiences for students and teachers in shared education.
- Facilitate effective partnerships between schools and their communities.
- Communicate clearly and effectively, both orally and in writing.
- Utilise digital tools and innovations across IT systems and learning environments.
- Organise and prioritise workloads effectively.

**3. Personal Qualities:**

The successful candidate will demonstrate:

- Vision and a strong value system.
- Enthusiasm, motivation, and confidence.
- A child-centred and caring approach.
- Integrity, empathy, and advocacy.
- Excellent judgement and decision-making skills, discretion and diplomacy.
- The ability to manage competing deadlines and priorities effectively while making decisive choices.
- Flexibility and adaptability.

**Qualifications:**

- Hold a relevant degree or equivalent qualification preferably in the field of education.
- Have a minimum of 3 + years' experience working in a leadership role including staff leadership within a relevant setting.



- Have a minimum of three years' experience in building and managing collaborative partnerships within and/ or across diverse communities.
- Experience of working in an international and intercultural context.

#### **Desirable Qualities, Skills, and Experience:**

- Commitment to improving Shared Education.
- Strong commitment to a customer-focused approach to service delivery.
- Strong commitment to equality of opportunity, inclusion, and diversity.
- Effective communication skills – both oral and written.
- Excellent interpersonal skills and ability to communicate and collaborate well within and across project teams.

#### **Other Requirements:**

- Access to a car or suitable transport to meet job requirements effectively.
- Flexibility to work beyond normal office hours and at locations other than the main office when necessary.

## **General Requirements for All Léargas Staff**

Key competencies required include:

- Leadership
- Judgement, analysis and decision making
- Management and delivery of results
- Interpersonal and communication skills
- Specialist knowledge, expertise and self-development • Drive and commitment to European and Léargas values
- Networking and influencing.

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

## **Application Process**

Submit your CV and a concise letter of motivation (max 350 words) to [recruit@leargas.ie](mailto:recruit@leargas.ie) by 5pm on 15<sup>th</sup> November 2024.

In your letter of motivation, using the Public Service Competency model for Higher Executive Officer grade, please detail your experience under each listed competency, and demonstrate how these will support your delivery of objectives in this role.



A panel of successful candidates may be formed following interviews, and candidates placed on the panel may be considered for future vacancies. Should a work permit be required for employment in Ireland, candidates must bring this to Léargas' attention and obtain the necessary documentation.

## Working Conditions

- **Location:** Dublin, with frequent travel within the specified regions targeted by this project as well as national and international travel required. Access to transport is essential to fulfil the requirements of the post.
- **Hours:** 35 hours per week in a flexible work environment.
- **Hybrid Work Arrangement:** Combination of office, home, and on-site work.
- **Benefits:**
  - Generous annual leave
  - Defined contribution pension scheme
  - Staff development and further education support
  - Flexible working
  - Paid sick leave scheme
  - Death in service benefit
  - Employee Assistance Programme

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