

## National European Youth Support Project

### JOB DESCRIPTION

#### Youth Support Capacity Building Officer

#### Specific Purpose Contract (2.5year)

POST	Youth Support Capacity Building Officer – Specific Purpose Contract
REPORTING TO	Head of Youth Sport and ESC
JOB PURPOSE	<p>To support the successful implementation of Léargas programmes and initiatives specifically the new National European Youth Support Project.</p> <p>To provide outreach and targeted supports to youth sector and grassroots organisations working with young people.</p> <p>To increase the capacity of youth sector organisations for future engagement in European Programmes in line with National and European Youth Policies.</p> <p>To support the Irish Youth EU presidency events.</p>
PAY GRADE	<p>Léargas utilises Civil Service Pay Scales</p> <p>Appointment refers to Executive Officer PPC - <b>successful candidate commences strictly at point 1 €37,544</b></p>
DEADLINE	5pm on 6 <sup>th</sup> May 2025. In-person interviews to take place in Dublin on 12 <sup>th</sup> May 2025

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, Sport, 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).

We are now seeking an enthusiastic and driven individual to join the Léargas team as Youth Support Capacity Building Officer. Reporting to the Head of Youth Sport and ESC team, and working under the direction of the project lead, this role offers an exciting opportunity to advance your career while working with the youth sector on European project development.

### Main Duties and Responsibilities:

#### Strategic and Operational Development

- Support the design, development, and implementation of the new **National European Youth Support project** in line with agreed objectives.

- Lead and assist with forward planning and delivery of the project, setting key milestones and deliverables.
- Manage delivery of tasks on time and to a high quality.
- Contribute to the development, implementation and integration of annual delivery plans.
- Assist in evaluating the project's effectiveness.
- Ensure full adherence to governance and accountability systems, and operations policies and procedures.
- Provide regular progress reports to the YSE Manager and Project Lead.

### **Capacity Building**

- Use evidence from sectoral needs analysis to support future European programme engagement.
- Build and identify a set of resources and tools to support capacity building and future sustainability in European programmes.
- Identify and support youth organisations with application and reporting requirements.
- Provide direct support to organisations to complete administrative aspects of the projects and produce material to streamline reporting eg. Tool kits
- Build strong relationships to maximise impact.

### **Person Specification:**

This is a post seeking an innovative and forward-thinking individual with a proven track record in project implementation. Knowledge of the Irish Youth Work sector and experience in capacity building. 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 of the project.

### **Essential Qualifications, Knowledge and Experience:**

- Hold a relevant degree or equivalent qualification preferably in the field of Youth Work, Adult Education, Community Work, Education, business or other relevant qualification.
- Have a minimum of 2 + years' experience working in similar projects.
- Experience in building and managing collaborative partnerships within and/ or across diverse communities.

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

- Motivate, and inspire others.
- Build strong relationships at all levels and promote a collaborative team approach.
- Foster personal and professional development.
- Facilitate effective partnerships and workshops.
- Utilise digital tools and innovations across IT systems and learning environments.
- Organise and prioritise workloads effectively.

- 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.
- Experience of working in an international and intercultural context.
- Experience in facilitation/training, both online and/or in person an advantage, preferably in the youth, voluntary or education/training sectors.
- Understanding of the Irish Youth sector and policy context.

### **Personal Qualities:**

The successful candidate will demonstrate:

- Vision and a strong value system.
- Enthusiasm, motivation, and confidence.
- 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.

### **Other Requirements:**

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

### **Key capabilities /competencies required include:**

- Building Future Readiness / Leadership
- Leading and Empowering / Judgement, analysis and decision making
- Evidence Informed Delivery / Management and delivery of results
- Communicating and Collaborating / Interpersonal and communication skills
- Drive and commitment to European and Léargas values

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

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 6<sup>th</sup> May 2025. In-person interviews to take place in Dublin on 12<sup>th</sup> May 2025

In your letter of motivation, using the Public Service Capability /Competency model for 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