



Project Administrator

Youth, Sport and European Solidarity Corps

POST	Project Administrator
REPORTING TO	Head of Youth, Sport, and European Solidarity Corps team
JOB PURPOSE	To provide high level administrative and event management support to the Youth, Sport and ESC team for national and transnational training and cooperation events.
SALARY	Léargas utilises civil service pay scales. Appointment refers to Executive Officer Grade and salary offer is strictly at point 1; €37,544
APPLICATION DEADLINE	5pm on 25th April 2025 Interviews will be scheduled following this date

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 Project Administrator. Reporting to the Head of Youth Sport and ESC team and working under the direction of the Senior Officer, this role offers an exciting opportunity to advance your career while working with the Education, Training and Youth sectors on European project development.

Key Responsibilities

General Administration:

- Provide administration support with IT tools to monitor and track applications progress.
- Maximise the use of the EU IT platform tools to ensure the smooth progression of applications through the systems.
- Document and record programme activity on the relevant administrative IT platforms.

Event Management:

- Secure hotel and event bookings, serving as the primary point of contact for the team.
- Manage participant registration inquiries via phone, email, and provide onsite support.
- Act as the main contact for participants, ensuring they have access to all required information.
- Oversee materials and resources for training events, including arranging courier and transport services.
- Coordinate event logistics, including transport, meals, special requirements, and registration.
- Handle travel arrangements for national participants, including booking flights, recording invoices, and supporting team selection processes.
- Manage payments, contracts, and reconcile financial files.
- Promote international training opportunities on the dedicated Léargas website.
- Support the TCA/Net officer with ad hoc tasks and financial reporting.
- Complete follow-up actions post-training events, such as collecting feedback, sending evaluations, and processing final payments.
- Assist the team with payments, filing, archiving, and maintaining office supplies and stationery.

Finance and Budgeting:

- Working to budget allocated.
- Process final payments from events from venue providers, trainers etc.
- Working with the team to assist with payments, filing and archiving for audit purposes.

General Administration:

- Maintaining stationery and other supplies.
- Support TCA/NET Officer with additional tasks for the successful implementation of the activities.
- Maintaining databases.
- Updating and monitoring the IT database for international training and cooperation.
- Provide administration support with IT tools to monitor and track progress of applications.
- Maximise the use of the EU IT platform tools to ensure the smooth progression of applications through the systems.

Person Specification:

We are seeking an innovative and forward-thinking individual with a proven track record in youth work and/or project management. Knowledge or experience in the Irish Youth Work sector is highly advantageous. Strong interpersonal skills are essential for this role. The successful candidate will play a key role in ensuring the supportive, efficient, and effective delivery of the objectives of the Erasmus+ and ESC programmes.

Essential Qualifications, Knowledge and Experience:

- Qualifications or significant experience in a relevant subject area or field(s) e.g. event management, administration or project management.
- Have a minimum of 2 + years' experience working in a related area.
- Experience with IT systems/ tools, Microsoft suite or similar.

Desirable Qualities, Skills, and Experience:

- Proven experience in event coordination across face-to-face, hybrid, and online formats.
- Proficiency in finance and payment systems.
- Skilled in facilitation, with a preference for experience in youth, voluntary, or education/training sectors.
- Knowledge and experience in international work and/or collaborating within intercultural teams.
- Flexible and adaptable, with the ability to thrive in a team driven by strong, values-based principles.
- Capable of meeting strict deadlines, achieving targets, and working both independently and collaboratively in a high-performing environment.
- Strong problem-solving abilities, adept at managing complexity and diversity while effectively prioritising competing demands.
- Excellent organisational and IT skills, with a passion for discovering innovative approaches to resource and project management

Personal Qualities:

The successful candidate will demonstrate:

- Strong vision and a well-defined value system.
- Enthusiastic, motivated, and confident approach.
- Demonstrates integrity, empathy, and advocacy.
- Excellent judgment, decision-making skills, discretion, and diplomacy.
- Ability to effectively manage competing deadlines and priorities while making decisive choices.
- Flexible and adaptable

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 other locations when necessary.

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

Submit your CV and a concise letter of motivation (max 350 words) to recruit@leargas.ie by 5pm on 25th April 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