



Procurement & Compliance Officer

10 months Fixed Term Contract (Maternity Cover)

POST	Procurement and Compliance Officer (10 months Fixed Term Contract to cover maternity leave)
REPORTING TO	Head of Finance and Corporate Services
PURPOSE	<p>This role ensures the continuity of procurement and compliance functions during maternity leave. This is also a strategic opportunity to strengthen and further develop Léargas' procurement and governance framework.</p> <p>To implement and maintain a centralised and sustainable procurement policy for Léargas and to support the business on its correct and compliant use of same.</p> <p>To implement and maintain a centralised register of Policies and Procedures for the organisation and ensure their timely review and renewal.</p> <p>Provide procurement and compliance advice and support to Léargas staff.</p> <p>Provide support in Léargas facilities management.</p>
PAY GRADE	Equivalent to Civil Service HEO (PPC) € 58,264. Successful candidate will commence strictly at this point.
APPLICATION DEADLINE	5pm on 9 th July 2025. In-person interviews to take place on 14 th July

Léargas is responsible for developing and implementing national and international exchange programmes across the sectors of adult education, school education and early years, vocational education and training, sport, youth and volunteering. These activities connect people in different communities and countries and bring an international dimension to organisations across Ireland. We are the National Agency for the Erasmus+ and European Solidarity Corps programmes of the European Union across the sectors mentioned above, and we are the National Support Office other EU initiatives in Ireland. We are a company limited by guarantee and a registered charity (CHY 8317).

We have built a national and international reputation for effectively managing significant levels of funding to support European collaboration and exchange. We have also built a



reputation for a friendly and supportive approach to programme applicants and beneficiaries.

We are now recruiting for an enthusiastic and driven person to join the Finance & Corporate Services team in Léargas to support change across our procurement and compliance functions on this 10 month fixed term contract to cover maternity leave.

Key Responsibilities

Strategic and Operational Procurement

- Deliver end-to-end procurement processes (eTenders), ensuring compliance, transparency, and value for money
- Maintain, update and enhance the Approved Supplier List (ASL) and contract register to ensure their accessibility to staff that have procurement responsibilities.
- Provide advice and direction on procurement matters to teams. Promoting value for money through policy awareness, guidance, and targeted training.
- Assist teams in their preparation of specifications/ requirements for quotation requests or tender proposals.
- Participate as required in specialised projects and assignments related to procurement.
- Perform annual profiling or analysis of direct and indirect procurement to identify opportunities for further standardisation, economies of scale and consolidation of buying practices.
- Review and enhance procurement templates, RFTs, evaluation documentation, and communication letters
- Review and finalise tender specifications, publish opportunities on eTenders, manage clarifications and oversee the full process through to contract award and supplier notification.
- Organise and facilitate tender assessment panels including preparation of template assessment sheets and other documentation.
- Manage the preparation and submission of procurement approval forms (PAFs) and related documentation to obtain necessary authorisations.
- Support procurement aspects of internal and external audit reviews.

Compliance & Governance

- Maintain the central register of policies and procedures, ensuring scheduled reviews and updates
- Support governance compliance with Léargas' Delegation of Authority and relevant policies
- Implementing, maintaining, and improving-document management and off-site archives.

- Developing compliance programmes, reviewing organisation policies and advising management on possible risks. Ensure staff are kept updated on latest regulations and processes.
- Monitor legislative and regulatory changes and communicate updates to relevant stakeholders.
- Support the implementation of governance improvements, ensuring alignment with the Charity Code and the Code of Practice for Governance of State Bodies.
- Any other reasonable duties as directed by the management team within known skills, knowledge, and capabilities.

Facilities & Operations

- Coordinate supplier management for office utilities, telecommunications, and other operational contracts.
- Review utility consumption and supplier performance to ensure value for money.
- Manage office supply procurement and contribute to operational continuity planning.

Personal Specification

Essential Skills

- Minimum 3 years' experience in procurement, with a strong understanding of public procurement regulations and use of eTenders.
- Ability to manage multiple procurement processes simultaneously, from planning to contract award.
- Excellent verbal and written communication skills, with the ability to explain procurement requirements to non-specialists.
- Strong attention to detail, time management, and organisational skills.
- Demonstrated ability to work within a team environment and autonomously.
- Demonstrated ability to effectively deal with sensitive, political and confidential duties.
- Demonstrated ability in report/presentation delivery.
- Demonstrated ability to effectively research and analyse information.
- Excellent writing, reporting and IT skills.

Desirable experience

- CIPS qualification or progression towards it.
- Familiarity with governance codes, policy management, or regulatory compliance.
- Experience of governance and compliance in the public/EU funding/voluntary sector.
- Experience of working in an international context



Capability Framework

- Building Future Readiness
- Leading and Empowering
- Evidence Informed Delivery
- Communicating and Collaborating

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 by 5pm on **Wednesday 9th July 2025**. Interviews to take place on **Monday 14th July**.

We work 35 hours per week in a flexible environment. We operate a hybrid 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.

Working Conditions

Location: Dublin

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