

## JOB DESCRIPTION

### Project Support Officer - Youth

<b>POST</b>	Project Support Officer - Youth
<b>REPORTING TO</b>	Head of Youth, Sport, and European Solidarity Corps team
<b>JOB PURPOSE</b>	<p>To ensure successful implementation of projects and activities in Erasmus + and other programmes by:</p> <ul style="list-style-type: none"> <li>• Demonstrating the significance and benefits of international collaboration.</li> <li>• Assisting in the development of youth tailored project ideas to meet specific needs.</li> <li>• Evaluating youth project progress to ensure effective implementation.</li> <li>• Reviewing and enhancing reports on youth-focused initiatives.</li> </ul>
<b>SALARY</b>	Léargas utilises civil service pay scales. Appointment refers to Executive Officer Grade and salary offer is at point 1: €37,544
<b>APPLICATION DEADLINE</b>	<p>5pm on 4<sup>th</sup> July 2025.</p> <p>In-person interviews to take place in Dublin week commencing 14<sup>th</sup> July 2025</p>

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 delighted to announce an exciting opportunity for a passionate and motivated individual to join the Léargas team as Project Support Officer Youth. Reporting to the Head of Youth Sport and ESC team and guided by the Senior Officer, this dynamic role offers a unique chance to grow your career while making a real impact in the youth sector through European project development.

## Main Duties and Responsibilities:

### Strategic and Operational Development

- Implement Léargas programme objectives in the context of the Youth, Sport and ESC sectors, with a particular focus on the **Youth Field**.
- 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.
- 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 national and international projects.
- Deliver promotional, information, support and training events to organisations seeking or in receipt of funding.
- Support programme beneficiaries in developing and managing their projects by responding to queries and providing guidance.
- Represent Léargas and engage with stakeholders, assisting them in achieving their objectives and offering support.
- Support the development and implementation of national and transnational training activities/ networking events and contact seminars for programme participants/ stakeholders.
- Contribute to organisational learning through sharing of information and experience with colleagues in Léargas and internationally.
- Identify connection between policy and practice in the Erasmus+ Key Actions and the youth field.
- Maintain comprehensive records and prepare relevant reports annually and as required.

### Person Specification:

This is a post seeking an innovative and forward-thinking individual with a proven track record in youth work and or project management. Knowledge of the Irish Youth Work sector and experience in the sector along with strong inter-personal skills is essential. The successful candidate will ensure supportive, efficient, and effective delivery of objectives of the Erasmus+ and ESC programme.

### Essential Qualifications, Knowledge and Experience:

- Qualifications in relevant subject area or field(s) e.g., youth work, voluntary sector, community development, education, project development or related field
- Have a minimum of 2 + years' experience working in youth or relevant sector
- 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.

- Facilitate/training, both online and/or in person an advantage, preferably in the youth, voluntary or education/training sectors.
- 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
- Some experience and understanding of funding applications and/or project development in the youth, voluntary or sport sectors desirable though not essential.
- Excellent analytical and evaluation skills and ability to make objective judgements and clear recommendations based on content and criteria.
- 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 to work beyond normal office hours and to travel and work at locations other than the main office when necessary.

### **Key capabilities required include:**

- 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

Submit your CV and a concise letter of motivation (max 350 words) to [recruit@leargas.ie](mailto:recruit@leargas.ie) by 5pm on **4th July 2025**. **In-person interviews to take place in Dublin week beginning 14<sup>th</sup> July 2025**.

In your letter of motivation, using the Public Service Capability 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. The role requires reliable access to public or private transport.
- **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

