

Support and Development Officer – eTwinning

JOB DESCRIPTION

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| POST | Support and Development Officer – eTwinning |
| REPORTING TO | Head of Strategic Engagement and Communication |
| CONTRACT LENGTH | Permanent |
| JOB PURPOSE | To effectively implement and administer the eTwinning programme in the context of Erasmus+ and other Léargas Programmes |
| PAY GRADE | Equivalent to Executive Officer standard (PPC) €37,919. Successful candidate starts on Point 1 of the scale. |
| APPLICATION DEADLINE | 15 th January |

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 team in Léargas **as Support and Development Officer e-Twinning**. This is an exciting opportunity for the right candidate to progress their career in leadership and project management across education and youth projects in a European context.

Key Responsibilities:

- Co-lead the development and delivery of eTwinning Ireland with a fellow Support and Development Officer.
- Promote the value and potential of international opportunities for educators and other stakeholders within the field of school education.
- Develop and implement a plan for wider integration of eTwinning across schools nationally.
- Administer and fulfil the eTwinning workplan through information and training opportunities for educators and other stakeholders in school education (events and webinars).
- Keep abreast of new developments and changes to the eTwinning platform and share these with participating schools, providing technical and pedagogical support.

- Lead the social media presence of eTwinning Ireland through various platforms, and prepare content and engaging material using Canva.
- Carry out monitoring activities related to registrations and quality of projects to ensure effective implementation and to identify good practice.
- Promote teacher professional development through the provision of national/international workshops and seminars.
- Connect with the Erasmus+ Schools Education staff regularly to find synergies between eTwinning and Erasmus+ and enhance promotional efforts.
- Actively engage with networks and stakeholder organisations at national and international level to ensure the promotion and dissemination of good practice including the effective coordination of the National eTwinning Ambassador Network & Initial Teacher Education Institutions
- Liaise and engage with the Central Support Service, European Commission, Executive Agency and National Authority through attendance at meetings, working groups, committee meetings etc.
- Track all eTwinning project related expenditure.
- Take responsibility for your personal and professional learning and development including active involvement in the Léargas Performance Management and Development System.
- Any other task which may be assigned to you by the Head of Unit or Executive Director.

Person Specification:

- Qualification (minimum Level 6) or equivalent experience in relevant subject area or field (e.g education, training, pedagogy, andragogy, online communities, project management).
- Demonstrated understanding of the education setting in Ireland.
- Proficiency in digital tools and social media platforms.
- Background in online communities or e-learning an advantage.
- Experience of working in international and/or intercultural teams an advantage.
- Knowledge of project management, monitoring and evaluation desirable though not essential.
- Ability to be flexible and fit within a team that has a strong values-based approach and work cross-team where required.
- Ability to work to concrete deadlines, meet targets and work independently and interdependently in a high functioning environment.
- Strong problem-solving skills and the ability to manage complexity and diversity while prioritizing competing demands
- Excellent interpersonal and communication skills, including presentation and facilitation skills

Key capabilities required

- Building future readiness
- Leading and Empowering
- Communication and Collaboration
- Evidence informed delivery

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 to reach us no later than **15th January**

On conclusion of this competition a panel of successful candidates may be formed as a result of the interviews. Candidates who obtain a place on the panel and who fulfil the conditions of the selection process may be considered for subsequent approved vacancies over the next 18 months.

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.

We work 35 hours per week in a flexible environment. The role is based in Dublin and requires national and international travel. We operate a hybrid weekly 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