



**Senior Policy Officer, 21 hours per week
(Fixed-term Contract – ending Dec 2026)**

ROLE	Senior Policy Officer supporting Léargas' organisational priorities in the context of Ireland's EU Presidency.
CONTRACT DURATION	Fixed Term Contract - 21 Hours per week.
REPORTING TO	Head of Education and Training Development
PAY GRADE	Equivalent to Higher Executive Officer PPC - €59,435pa (pro-rata)
APPLICATION DEADLINE	5pm on 24 th March 2026. Interviews to take place in late March/ early April
LOCATION	Dublin 1 – Hybrid Working
ELIGIBILITY	Candidates must hold a valid visa or work permit to work in Ireland

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.

Léargas is now seeking to recruit a Policy Officer to provide policy coordination and advisory support on a short-term basis. The role will meet Léargas organisational priorities in the context of Ireland's preparation for and delivery of the Presidency of the Council of the European Union. It will contribute to national priorities in the areas of education, training, youth, sport and volunteering.

This role will suit a candidate with policy development experience who can work effectively in a fast-paced environment, respond to evolving priorities, and contribute to evidence-informed policy engagement at national and European level.

Role and Responsibilities

The Policy Officer will:

- Monitor and analyse developments in national and European policy, identifying issues of relevance to education, training, youth, sport and related sectors.
- Provide policy advice, briefings and written contributions to support engagement with Government Departments and EU-level processes, particularly in the context of the EU Council Presidency.
- Coordinate responses to requests from Government Departments, including policy inputs and briefing documentation, often within tight timeframes.
- Draft policy papers, submissions, briefing notes and background materials in line with previous standards and Léargas' approach.
- Work collaboratively with teams, including Senior Management Team and Executive Director to ensure policy positions are informed by programme evidence, research (youth, adult ed, schools, VET, sport etc) and beneficiary stories.
- Support the preparation of policy-relevant data, analysis and reports to inform National and European discussions.
- Assist with the integration of recent research findings (youth sector, youth volunteering, adult ed, VET) and programme insights into policy engagement and communications.
- Represent Léargas as required at meetings, events and policy forums.
- Provide flexible policy, engagement and coordination support to senior colleagues in response to emerging priorities during the Presidency period.

Person Specification

Qualifications and Experience

Essential Criteria

- A degree or equivalent qualification or commensurate experience, in public policy, social policy, European studies or a related discipline.
- A minimum of two years' relevant experience in a policy development, policy analysis or research role.
- Proven experience in preparing policy documents, briefings and written submissions.
- Understanding of national policy processes and familiarity with European policy frameworks.

Desirable Criteria

- Experience working to tight deadlines and managing multiple competing priorities.
- Demonstrated ability to work independently while contributing effectively within a team environment.



- Experience engaging with stakeholders, including public bodies and sectoral organisations.

Skills and Competencies

- Analytical and research skills, with the ability to synthesise complex information.
- Strong written communication skills, with the capacity to present policy issues clearly, concisely and in plain language.
- Effective interpersonal and communication skills, including the ability to brief senior colleagues and external stakeholders.
- High level of organisational and coordination skills.
- Adaptability and flexibility in responding to changing priorities, particularly in a time-bound policy context.

Key capabilities

- Building Future Readiness
- Leading and Empowering
- Evidence Informed Delivery
- Communication and Collaboration

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 **March 24th 2026** . Interviews to take place in late March

Flexibility permitted in how the staff member wishes to work their hours e.g. across the week, hybrid etc. Other benefits of working in Léargas include:

- Generous annual leave
- Employee Assistance Programme

Léargas is an equal opportunities employer and welcomes applications from people with disabilities.