

SUPPORT AND DEVELOPMENT OFFICER

JOB DESCRIPTION

POST	Support and Development Officer – Education and Training
REPORTING TO	Head of Education and Training Development Team
JOB PURPOSE	To ensure the successful implementation of high-quality projects and activities in the Erasmus+ programme (and other programmes). Promoting the value and potential of international working to client groups and supporting the development of project ideas responding to their needs. Project assessment, administration and evaluation of reports in the fields of Education and Training.
PAY GRADE	Equivalent to Civil Service EO standard (PPC) grade €38,803. Successful candidate commences on point 1 of the scale
APPLICATION DEADLINE	5pm on 16th September 2026. Interviews week commencing 21 st September.
LOCATION	Dublin 1 – Hybrid Working – Weekly attendance across Office/Home/Off site
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.

In recent years, we have grown participation in our programmes, especially in the schools sector for Erasmus+. We are now recruiting for an enthusiastic and driven person to join the team in Léargas as a Support and Development Officer. This is an exciting opportunity for the right candidate to progress their career working in education and training in an intercultural context.

Key Responsibilities

- Implement Léargas programme objectives in the context of the Education and Training sectors.
- Process information, applications, reports and evaluations for the Education and Training Development Team.
- Liaise with colleagues across the Education and Training Development Team to support the delivery of projects. Support the team with some IT tasks.
- Deliver promotional, information, support and training events to organisations seeking or in receipt of funding.
- Support programme beneficiaries, including schools, to develop and manage their funded projects by answering their queries and providing guidance.
- Represent Léargas and engage with stakeholders, assisting them in achieving their objectives and offering support.
- Implement transnational training events and contact seminars for new and existing programme participants in the fields of Education and Training.
- Become familiar with relevant policy and connect it to practice in the different Erasmus+ Key Actions and fields.

Person Specification

- Qualifications and/or demonstrated experience in relevant subject area or field(s) e.g., school education, vocational education and training, adult education etc.
- Analytical and evaluation skills and ability to make objective judgements and clear recommendations based on content and criteria. Good writing and reporting skills.
- Interpersonal and communication skills including presentation skills.
- Excellent administration, IT and organisational skills.
- Strong problem-solving skills and the ability to manage complexity and diversity while prioritising competing demands.
- Ability to be flexible and fit within a team that has a strong values-based approach to work.
- Ability to work to concrete deadlines, meet targets and work independently and interdependently in a high functioning environment.
- Some experience in facilitation, preferably in the education and training sectors, and online, an advantage.
- Some experience and understanding of funding applications and/or project development in the schools or training sectors is desirable though not essential
- Understanding and experience of international working and/or intercultural teams is desirable though not essential.



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 5pm on September 16th 2026. Interviews to take place week commencing 21st September 2026.**

We are unable to acknowledge each application individually. Please note that we will only contact candidates who are selected for interview.

On conclusion of this competition a panel of successful candidates may be formed. 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.

We work 35 hours per week in a flexible environment. The position is based in Dublin and will require national and international travel. We operate a hybrid weekly work arrangement with staff working between office and home. Other benefits of working in Léargas include:

- Generous annual leave
- Defined contribution pension scheme
- Staff development and further education support
- Flexible working schemes
- Paid sick leave scheme
- Death in service benefit
- Employee Assistance Programme

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