

Senior European Initiatives Officer (Youth Wiki)

Specific Purpose Contract

JOB DESCRIPTION

POST	Specific Purpose Contract Senior European Initiatives Project Officer (Youth Wiki)
REPORTING TO	Head of Strategic Engagement and Communications
JOB PURPOSE	Managing and delivering Youth Wiki Ireland, which provides information on youth policy within and across Europe. Providing leadership and oversight of the planning, delivery and monitoring and evaluation of EU funded eTwinning and EPALE initiatives, ensuring delivery is in line with grant requirements and agreed workplans, while supporting a team of project officers.
PAY GRADE	Léargas utilises Civil Service Pay Scales Appointment refers to Higher Executive Officer PPC - successful candidate commences strictly at point 1 €60,029
DEADLINE	5pm on 28 th September

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 for 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 **Senior European Initiatives Project Officer (Youth Wiki)** with responsibility for a portfolio of EU-funded initiatives. 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.

The successful candidate will be directly responsible for managing and delivering Youth Wiki Ireland, which provides information on youth policy within and across Europe. In addition, they will lead and support a team of Executive Officers in the planning, delivery, monitoring and evaluation of eTwinning and EPALE initiatives, ensuring activities are effectively coordinated and aligned with organisational objectives and grant agreements.

Main Duties and Responsibilities:

The Senior European Initiatives Project Officer will be responsible for three interconnected areas: the management and delivery of Youth Wiki Ireland; oversight and leadership of the eTwinning and EPAL initiatives and their project teams; and driving effective project management and budget management across the portfolio.

The role requires a combination of team leadership, strategic oversight, and project management. The main duties and responsibilities are set out under the following three role requirements.

Role Requirement 1: Youth Wiki National Correspondent

- Work with researchers and subject experts to prepare and provide national data and insights to the EU Youth Wiki network, including thematic contributions and comparative analysis.
- Coordinate the national promotion of Youth Wiki and support its alignment with Léargas' wider programme communications.
- Represent Léargas in relevant European Youth Wiki meetings and working groups.
- Ensure that all outputs meet deadlines, quality standards and financial, reporting and governance requirements.
- Maintain and regularly update the Youth Wiki website.
- Contribute to the Youth Wiki Correspondents Network by participating in online discussions and promotion of initiatives.

Role Requirement 2: Initiative Oversight and Team Leadership

- Oversee the development and implementation of eTwinning and EPAL initiative workplans, ensuring clear priorities, responsibilities, time management, milestones and expected outcomes are established, enabling project officers to lead the project management and grant lifecycle of the project.
- Lead and support a team of four project officers by fostering effective and collaborative workplan delivery.
- Maintain oversight and understanding of assigned initiatives, acting as the manager's primary source of information on each projects' status, requirements, budget, performance, risks and emerging issues. Ensure complex information is synthesised and presented clearly, accurately and proactively to enable effective senior management oversight and decision-making.
- Maintain oversight of budget planning, forecasting, monitoring and reporting across initiatives, ensuring project officers have the guidance required to manage budgets effectively within their area of responsibility.
- Set clear expectations and provide appropriate direction while enabling project officers to lead and manage the day-to-day activities required to achieve agreed objectives.
- Ensure initiative activities and outputs are aligned with relevant EU and national priorities, programme requirements and Léargas' organisational objectives and commitments.
- Ensure appropriate systems and processes are in place to support timely, high-quality delivery and compliance with financial, reporting, evaluation and governance requirements.
- Foster team development through mentoring, planning support, and regular, structured 1-1s.
- Promote collaboration between initiative officers and relevant teams across Léargas, while ensuring officers remain fully integrated within the Strategic Engagement and Communications Team (SEC)
- Collaborate with the wider SEC Team to achieve team priorities and activities, including Léargas annual flagship event.

Role Requirement 3: Project Management and Communications

- Devise structured project management approaches to support the planning and delivery of multiple concurrent programmes, projects, and outputs.
- Build and maintain effective relationships with relevant internal teams and external stakeholders, supporting project officers to develop and manage relationships appropriate to their areas of responsibility.
- Facilitate effective coordination across initiatives, identifying dependencies, shared priorities, opportunities for collaboration and potential delivery risks.
- Work closely with internal teams and external stakeholders to ensure coordinated and timely delivery of objectives.
- Provide guidance and support on complex or strategically significant matters, acting as an escalation point for project officers where required.
- Contribute to internal and external reporting, evaluation processes, and strategy development.
- Support project officers to negotiate and prioritise competing demands, develop effective time-management practices, and plan their work within the agreed scope, objectives and available resources of their respective initiatives.
- Maintain oversight of events and activities taking place across relevant initiatives, supporting effective coordination, identifying potential overlaps or opportunities for collaboration, and contributing to wider Strategic Engagement and Communications team events as required.

Person Specification:

This dynamic role demands strong leadership, project management, exceptional communication skills, and a proactive, solutions-oriented mindset. The ideal candidate will be able to structure workstreams, guide engagement strategies, understand digital communications and take initiative.

Essential Skills, Experience, and Qualifications

Qualifications:

- Hold a relevant degree or qualification, and/or demonstrate substantial experience in project or programme management, programme development, communications and marketing, education fields.
- Have a **minimum of 3 years' experience in a leadership role** within a relevant setting, including responsibility for **leading a team**.
- Have a minimum of **3 years' experience** managing projects or programmes.

The candidate must demonstrate highly developed skills in:

- Project management, preferably in a multi-stakeholder or European programme environment.
- Team and staff leadership with ability to communicate effectively with teams, provide clear direction and guidance, build engagement and manage challenging or sensitive conversations constructively.
- Ability to apply structure and clarity to complex projects and deliver multiple workstreams simultaneously.
- Written and verbal communications
- Strong digital and IT skills
- Ability to build effective working relationships with contributors, colleagues and national and international partners.
- Managing competing deadlines and priorities
- Ability to operate effectively in a complex and evolving environment, including being comfortable with ambiguity, and negotiating priorities.

Desirable Qualities, Skills, and Experience:

- Familiarity with EU-funded programmes
- Experience working in or within the education, youth or adult learning sectors.
- Experience in communications, engagement, or policy-related roles.
- Experience of working in an international and intercultural 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 and adaptability.

Other Requirements:

- Flexibility to work beyond normal office hours and at locations other than the main office when necessary.

General Requirements for All Léargas Staff

We expect our people to show leadership, exceptional organisational and planning skills, and to be analytical and conceptual thinkers with excellent digital, IT, networking and influencing skills. We expect excellent interpersonal and communication skills, including presentation and facilitation skills, combined with an ability to fit within a team that works to support the vision and mission of Léargas.

Application Process

Please submit your CV and letter of motivation ((details below) to recruit@leargas.ie by **5pm on September 28th**. The selection process will consist of three stages:

1. Assessment of your CV and letter of motivation.
2. Shortlisted candidates will be asked to submit a written response (750 words maximum) to a competency-based question.
3. Candidates selected following Stage 2 will be invited to an in-person interview, which will include a presentation. The presentation prompt will be provided when candidates are invited to interview

Letter of Motivation (1,000 words max)

Please provide a letter of motivation outlining your suitability for this role and your motivation for applying.

In your response, please demonstrate how your experience, skills and achievements align with the following competencies from the [Public Service Capability Framework for Higher Executive Officer grade](#), and how you would apply these capabilities to deliver the objectives of this role:

1. Building Future Readiness
2. Leading and Empowering
3. Evidence Informed Delivery
4. Communicating and Collaborating

You should draw on relevant examples from your experience where appropriate. You do not need to address each competency separately or give equal weight to each; your response should provide an overall picture of your suitability for the role.

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

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