JOB DESCRIPTION

Permanent Contract

POST	Support and Development Officer – Education and Training
REPORTING TO	Head of Sectoral Programmes, Education and Training
JOB PURPOSE	To ensure the successful implementation of high-quality projects and activities in the Erasmus+ programme. Promoting the value and potential of international working to the Education and Training sector, supporting the development of project ideas responding to their needs. Undertake 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 27th November 2026. Interviews to be held week commencing 7th December.
LOCATION	Dublin 1 – Hybrid working – Weekly attendance across Office/Home/Offsite
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 our programmes, especially in the School Education sector which covers Primary, Post-Primary and Early Childhood Education and Care. We are now recruiting for an enthusiastic and driven person to join the team in Léargas as a Support and Development Officer on the Education and Training Development Team. This is an exciting opportunity for the right candidate to progress their career working in intercultural partnership for education and training.

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. Support the team with IT tasks throughout the project management cycle.
- Deliver promotional, information, support and training events online and offline to organisations seeking or in receipt of funding.
- Liaise with colleagues across the Education and Training Development Team to support the delivery of Erasmus+ in Ireland.
- Support enquirers, applicants and funded beneficiaries by answering queries and providing guidance.
- Represent Léargas and network effectively with education stakeholders and contacts, assisting them in achieving their objectives and offering support.
- Coordinate and deliver transnational training events and contact-making seminars for new and existing programme participants in the fields of Education and Training.
- Identify the connection between education policy and practice in relation to Erasmus+.
- Undertake any other duties as assigned to you by the Head of the Education and Training Development Team.

Person Specification

- Qualifications and/or demonstrated experience in relevant subject area or field(s) e.g., education, vocational education and training, adult education, community/voluntary sector, charities etc.
- Understanding and experience of the primary, post-primary and/or the early childhood education and care sector desirable though not essential.
- Some experience and understanding of funding applications and/or project development desirable though not essential.
- Excellent interpersonal and communication skills, with some experience in presenting and facilitation, online and offline.
- Understanding and experience of international working and/or intercultural teams is desirable though not essential.
- Analytical and evaluation skills and ability to make objective judgements and clear recommendations based on content and criteria.
- IT skills with a passion for seeking out new and innovative ways to manage processes and administration online.
- Strong problem-solving skills and the ability to manage complexity and diversity while prioritising competing demands.
- Good writing, reporting skills, administration and organisational skills.
- 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.

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 27th November 2026**. Interviews to take place week commencing **7th December 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.