

Meath Partnership: Community Education Project Officer **(<https://www.activelink.ie/node/114921>)**



Exciting Career Opportunity At Meath Partnership

Community Education Project Officer

(Full-time, Fixed-Term Contract)

The Position

The successful candidate will support the design, delivery and management of a range of community education projects, including Erasmus+ initiatives focused on further education, inclusion, sustainability and civic engagement. The position requires a strong ability to create bespoke training materials, facilitate community-based workshops and build effective relationships with learners and stakeholders.

This is a dynamic role that offers the opportunity to contribute meaningfully to community development across County Meath and beyond. If you are passionate about adult education and training, and enjoy working collaboratively in a fast-paced environment, we encourage you to apply.

Key Accountabilities

Reporting to the Chief Operating Officer, the Community Education Project Officers will be directly responsible for the following duties:

- **Project Management:**
 - Implementing project plans including project scope definition, work break-down, resource planning, schedule development, budgeting and reporting requirements;
- **Research and Development:**
 - Conduct research and development activities in alignment with project proposals and contracts, identifying best practices at local, regional and national levels.
 - Create new, customised training materials, such as workbooks, to support community development, focusing on integration, inclusion, climate action and sustainability.
- **Training Delivery:**
 - Organise education and training sessions for various community target groups and ensure alignment with the organisation's project aims and objectives.
 - Deliver interactive training courses to community groups throughout County Meath.
 - Prepare training reports highlighting quality measures taken and impact achieved.
- **Partnership Building:**
 - Participate in partner meetings for projects both nationally and internationally to support project development.
 - Represent the organisation at regional and national partner meetings to highlight engagement opportunities.
 - Support partner organisations in successfully implementing their projects through training and monthly meetings (both bilateral and team).
 - Facilitate stakeholder network meetings.
- **Communication and Outreach:**
 - Manage social media accounts and profiles for each project, documenting promotional activities.
 - Actively promote project outputs across relevant networks.
 - Use various communication approaches to detail the projects' development and progress.

This job description is intended to outline the key accountabilities and responsibilities attaching to this position. It is not intended to be an exhaustive list of all duties, responsibilities or activities to be attended to. A flexible approach to

programme or company related tasks which may arise and which are not specifically detailed in this job description will be required.

Educational Qualification or Professional Attainment

- Possession of an educational or professional qualification relevant to Community Development and/or further education/adult education.

Essential Knowledge and Experience

- Prior professional experience in project development and delivery, including working in project teams and achieving team objectives.
- Skilled in organising, creating and managing events that support project development and progression.
- Strong interpersonal and communication skills (both oral and written).
- Excellent organisational and time-management skills, with experience working in a fast-paced environment and meeting monthly deadlines. Self-motivated, capable of independently organising and delivering on comprehensive work plans and objectives.
- IT literate in CRM systems and Microsoft Office.
- Solution-oriented, results-driven and dynamic in approaching the role.

Desirable Skills, Abilities and Experience

- 2 years' experience in community development/education practice/project management at a professional level.
- Experience in curriculum development.
- Previous experience in delivering training directly.
- Understanding of Circular Economy, Sustainable Development and Sustainable Tourism.
- Ability to research across a range of thematic areas and create innovative learning materials and resources for specified clients and target groups.
- Skilled in managing project work efficiently, adhering to timelines, reporting requirements and budget constraints.
- Understanding of Monitoring and Evaluation tools and principles.
- Possess knowledge and understanding of the Erasmus+ Programme 2021-2027 and other services offered by Meath Partnership.

Terms of Employment

Three full-time, fixed-term positions are available, working 37.5 hours per week.

The nature of the work will require working some unsocial hours i.e. evenings and weekends. A full driving licence and access to own transport is essential due to the outreach services associated with the position. EU travel will be also be required in the delivery of the role. This post may be subject to Garda Vetting in line with Meath Partnerships policy.

Duration

The positions will be subject to a 12-month contract. Any extension to the contract of employment will be subject to the availability of funding and continuation of project services.

Location

Successful candidates will be based in Meath Partnerships Head Offices, located at Units J & K Kells Business Park, Cavan Road, Kells, County Meath.

Meath Partnership is committed to supporting a healthy work-life balance for all employees. This role includes both hybrid-working (a mix of office-based and remote work) and flexi-time arrangements (adjusted start and finish times within core working hours) which offers greater flexibility in how and when you work.

Salary

The salary on offer is €40,000.00 per annum.

Leave

The annual leave entitlement is twenty (20) days per annum, pro-rata for shorter periods. Entitlement to leave for Public Holidays is in accordance with the terms of the Organisation of Working Time Act 1997. Meath Partnership closes for five (5) days at Christmas; this time is additional to the annual leave entitlement detailed above.

Additional Benefits

At Meath Partnership, we believe in supporting our team both professionally and personally. As a valued member of our organisation, you will benefit from a positive and flexible working environment that encourages continuous growth and wellbeing. Our benefits include:

- Professional Development & Education Support
- Flexible Working Options
- Paid Sick Leave Scheme

Application Process

To apply, please submit the following to info@meathpartnership.ie (<mailto:info@meathpartnership.ie>):

- A brief cover letter including personal statement demonstrating how you meet the above mentioned requirements for the position (no more than 500 words) which must communicate your relevant experience
- A curriculum vitae summarising your qualifications and work experience to date.

Applications should be clearly marked "Community Education Project Officer".

Applicants will be shortlisted on the basis of information provided in their application.

Closing Date

The closing date for applications is 5pm on Monday, 5th of May 2025. Late applications will not be considered.

Meath Partnership is an equal opportunities employer. We are an organisation that embraces diversity and inclusion. We welcome applicants from diverse backgrounds and encourage these individuals to bring their experiences and perspectives to Meath Partnership. All information will be held in line with Meath Partnerships GDPR policies.

Region

Kells, Co Meath

Date Entered/Updated

4th Apr, 2025

Expiry Date

5th May, 2025

Source URL: <https://www.activelink.ie/vacancies/community/114921-meath-partnership-community-education-project-officer>