

## **Léargas: Project Administrator (EPALE)** **(<https://www.activelink.ie/node/116248>)**



### **5 Year Fixed term Contract** **Project Administrator (EPALE)**

**POST:** Project Administrator (EPALE)

**REPORTING TO:** Head of Sectoral Programmes – Education and Training

**JOB PURPOSE:** To support the implementation of the EPALE National Support Service in Ireland

**PAY GRADE:** Equivalent to Clerical Officer (H) PPC Grade. Successful candidate starts at Point 1: €33,695

**DEADLINE:** 5pm on 4th July 2025. Interviews on 11th July 2025.

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 delighted to announce this opportunity for a passionate and motivated individual to join the Léargas team as Project Administrator. Reporting to the Head of Education and Training and guided by a Senior Officer within a welcoming team, this dynamic role offers a unique chance to grow your experience in a European context.

**Please see Job Description attached below.**

### **Application Process**

Submit your CV and a concise letter of motivation (max 500 words) to [torecruit@leargas.ie](mailto:torecruit@leargas.ie) (<mailto:torecruit@leargas.ie>) by 5pm on Wednesday 4th July 2025. Interviews will take place w/c 11th July 2025.

In your letter of motivation, using the Public Service Capability model for Clerical Officer grade, please detail your experience under each listed competency, and demonstrate how these will support your delivery of objectives in this role.

A panel of successful candidates may be formed following interviews, and candidates placed on the panel may be considered for future vacancies. Should a work permit be required for employment in Ireland, candidates must bring this to Léargas' attention and obtain the necessary documentation.

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

### **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

**Region**

Dublin / Hybrid

**Date Entered/Updated**

17th Jun, 2025

**Expiry Date**

4th Jul, 2025

**Attachment****Size**

[2025 Job Description Project Administrator  
EPALE.pdf](#)

218.98  
KB

---

**Source URL:** <https://www.activelink.ie/vacancies/education-training/116248-leargas-project-administrator-epale>