

## Communications and Administrative Officer

### ASPIRE- PEACEPLUS Project (Léargas)

#### 3.5-year Fixed Term Contract

#### JOB DESCRIPTION

<b>POST</b>	Communications and Administrative Officer <b>Contract end date December 2028</b>
<b>REPORTING TO</b>	Head of ASPIRE-PEACEPLUS Project, Léargas
<b>JOB PURPOSE</b>	<p>Assist in the effective implementation of Léargas programmes, with a specific focus on the ASPIRE PEACEPLUS Project.</p> <p>Provide advice, guidance, and administrative support to school staff, educators, and partnerships involved in the project.</p> <p>Promote and raise awareness of the ASPIRE PEACEPLUS Project to enhance its visibility and impact.</p>
<b>PAY GRADE</b>	<p>Léargas utilises Civil Service Pay Scales</p> <p>Appointment refers to <b>Executive Officer (H) PPC - successful candidate commences strictly at point 1 €40,550</b></p>
<b>APPLICATION DEADLINE</b>	5pm on June 13 <sup>th</sup> , 2025. Interviews w/c 30 <sup>th</sup> June 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 other EU initiatives in Ireland. We are a company limited by guarantee and a registered charity (CHY 8317).

The Education Authority in Northern Ireland, Léargas, Early Years Northern Ireland, National Childhood Network and Fermanagh Trust collaborate to implement the PEACEPLUS Advancing Shared Partnerships through Inclusive Relationships in Education (ASPIRE) programme. ASPIRE targets early years settings, primary, and post-primary schools in Northern Ireland and the Border Counties of Ireland, focusing on schools with little or no previous experience in providing shared education opportunities. The programme aims to build a culture of good relations among school children, equipping them with the skills and attitudes needed to contribute to a society free from sectarianism and intolerance and a culture of cooperation and collaboration is the norm.



We are now seeking an enthusiastic and driven individual to join the Léargas team as a Communications and Administration Officer. Reporting to the Head of ASPIRE-PEACEPLUS project, this role offers an exciting opportunity to advance your career while working in a transnational partnership for education and learning for children and young people.

## **Job Purpose**

The role aims to ensure excellent project administration and compliance with the objectives and implementation framework of the project. Responsibilities include working with established operational systems, as well as ensuring accurate recording of communications with schools and project partnerships. Key duties involve supporting the administration operations of the ASPIRE-PEACEPLUS project, maintaining records and working closely with schools. This person will also work closely with the Léargas Communications staff to set up and roll out a Communications strategy from ASPIRE in line with the Léargas Communications strategy and related policies.

The role involves using technology and automation to establish efficient administrative systems while ensuring compliance with Léargas and project policies.

## **Main Duties and Responsibilities**

The listed duties are representative and may be expanded or adjusted as needed to align with the requirements of Léargas and its project partners.

### **1. Project Administration**

- Deliver high-quality administrative support across all project areas.
- Establish and maintain efficient systems, processes, and records in line with Léargas standards.
- Collaborate across partnership teams on shared systems.
- Ensure GDPR compliance, particularly around sensitive personal information.

### **2. Communications & Content Creation**

- Develop and implement engaging content for promotion and amplification of ASPIRE i.e. via social media (LinkedIn, Instagram, X, Facebook).
- Lead on content creation: emails, newsletters, and video content.
- Maintain consistent and strategic messaging across all communications.
- Use platforms such as Canva, Adobe Creative Suite, and Hubspot to schedule and design content.

### **3. Website & Digital Management**

- Update the Léargas website using WordPress.
- Liaise with web developers on maintenance, accessibility, and digital updates.
- Track and analyse digital performance across platforms using tools such as Google Analytics.

## 4. Stakeholder & Team Collaboration

- Work with schools to share impact stories and amplify the project
- Support planning and delivery of Léargas and ASPIRE events.
- Liaise with suppliers (e.g. designers, videographers, PR agencies) and represent Léargas at relevant events.
- Take responsibility for personal and professional development through active participation in the Léargas Performance Management and Development System.
- Exhibit Léargas citizenship behaviours and values.
- Any additional tasks as assigned by the Executive Director or Project Partnership.

## Person Specification

### Essential Skills, Experience, and Qualifications:

- Relevant qualifications or experience in project administration and communications
- Excellent organisational and time management skills, with the ability to multitask, work autonomously, and take ownership with minimal supervision.
- Ability to meet strict deadlines and prioritize competing demands.
- Enthusiastic team player, both within an internal team and across partnership teams.
- Strong understanding of and commitment to professionalism, confidentiality, and discretion.
- Strong administrative and IT skills, particularly advanced MS Excel and other MS Automations.

Candidates are expected to meet the [Civil Service Capability Framework](#) for this grade

### Desirable Qualities, Skills, and Experience:

- Strong commitment to a customer-focused approach to service delivery.
- Strong commitment to equality of opportunity, inclusion, and diversity.
- Effective communication skills – both oral and written.
- Excellent interpersonal skills and ability to communicate and collaborate well within and across project teams.

If you don't meet every requirement but are a proactive problem-solver with a growth mindset and a strong willingness to learn, we still welcome your application.

## Application Process

Submit your CV and expression of interest (max 1000 words) to [recruit@leargas.ie](mailto:recruit@leargas.ie) by 5 pm on 13<sup>th</sup> June 2025.

In your letter of motivation, using the Public Service **Capability** model for Executive 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.

## Working Conditions

- **Location:** Dublin, with frequent travel within the specified regions targeted by this project (boarder region and Northern Ireland). Access to transport is essential to fulfil the requirements of the post.
- **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/unpaid leave 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