

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 eTwinning, EPALE, and Eurodesk initiatives, and supporting a team of Executive Officers.
PAY GRADE	Léargas utilises Civil Service Pay Scales Appointment refers to Higher Executive Officer PPC - successful candidate commences strictly at point 1 €58,264
DEADLINE	5pm on 20 th June 2025 Interviews take place week commencing 14 th 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 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 provide leadership and oversight of the planning, delivery and monitoring and evaluation of eTwinning, EPALE, and Eurodesk initiatives, supporting a team of executive officers.

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Main Duties and Responsibilities:

Youth Wiki

- Prepare and provide Ireland's 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.

Initiative Oversight and Team Leadership

- Lead and support a team of Executive Officers by fostering effective and collaborative workplan delivery.
- Oversee the delivery of all initiatives' workplans
- Oversee budget forecasting, tracking and reporting for all initiatives
- Assign and oversee tasks to ensure their effective delivery, including managing the work of Initiatives Officers. Ensure all activities align with EU and national priorities as well as organisational commitments.
- Ensure that all planned outputs meet deadlines, quality standards, and financial, reporting and governance requirements.
- Foster team development through mentoring, planning support, and regular, structured 1-1s.
- Ensure Initiative Officers work collaboratively with relevant departments, while remaining integral to the Strategic Engagement and Communications team (SEC), contributing to SEC activities such as Léargas' annual flagship event.

Project Management and Communications

- Apply structured project management approaches to support the planning and delivery of multiple concurrent programmes, projects, and outputs.
- Work closely with internal teams and external stakeholders to ensure coordinated and timely delivery of objectives.
- Contribute to internal and external reporting, evaluation processes, and strategy development
- Support Executive Officers in strategic communications and engagement activities, including stakeholder outreach, email marketing campaigns, workshop and information sessions, and management of initiative social media channels.

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

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.

Qualifications:

- Hold a relevant degree or qualification, and/or demonstrate substantial experience in project or programme management, programme development, communications and marketing, policy or education fields.
- Have a minimum of 2 + years' experience working in a leadership role including staff leadership within a relevant setting.
- Have a minimum of three years' experience managing projects.
- Experience of working in an international and intercultural context.

The candidate must demonstrate highly developed skills in:

- Project management, preferably in a multi-stakeholder or European programme environment.
- Team and staff leadership.
- Ability to apply structure and clarity to complex projects and deliver multiple workstreams simultaneously.
- Written and verbal communications
- Digital and IT
- Ability to build effective working relationships with contributors, colleagues, and national and international partners.
- Managing competing deadlines and 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.

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

Submit your CV and a concise letter of motivation (max 1,000 words) to recruit@leargas.ie by 5pm on Wednesday 20th June 2025. Interviews will take place w/c 14th July 2025.

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

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