

5 Year Fixed term Contract

Project Administrator (EPALE) JOB DESCRIPTION

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 4 th July 2025. Interviews on 11 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 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.

Key Responsibilities

Clerical and Administrative Support

- Perform general clerical duties to facilitate the EPALE National Support Service implementation.
- Manage room bookings, meeting setups, and respond to programme related emails.

Community Engagement and Support

- Grow and engage the EPALE member base in Ireland by assisting with platform navigation and promoting opportunities, events, and competitions.
- Collaborate with adult education stakeholders and relevant parties to support community building efforts.

Content Development and Communication

- Contribute to EPALE content creation, including social media posts, and coordinate with content providers and third parties.
- Assist in organising and delivering workshops, events, and meetings, both offline and online.

Data and Records Management

- Maintain databases, spreadsheets, and electronic filing systems in compliance with GDPR.

- Administer financial payments, track expenditure, and ensure compliance with procurement rules.

Programme Operations

- Manage internal records, merchandise orders, and competition awards.
- Support other programme related tasks as assigned by the Department Manager.

General Duties

- Any other administrative duties as assigned by the Head of Department.

Person Specification

- At least one years' experience in administration and clerical duties.
- Experience of dealing with customers and providing support.
- Digital literacy and experience of using IT tools such as the MS Office suite and shared filing.
- Planning and organisation skills with accuracy and thoroughness. Some experience of gathering and processing information/data an advantage.
- Experience of event coordination and organising desirable though not essential.
- Experience of online communities or e-learning desirable though not essential.
- Commitment to and interest in working in an international context and in a values-based organisation.
- Willingness to try new approaches and openly share information. Open to putting forward new ideas or helpful suggestions, no matter how small.
- Good written skills, communication skills, interpersonal skills and participation as part of a team.

Capability Framework

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

The framework outlines expected skills and behaviours related to:

- Building Future Readiness
- Evidence Informed Delivery
- Communicating and Collaborating

Application Process

Submit your CV and a concise letter of motivation (max 500 words) to recruit@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