

## COMMUNICATIONS OFFICER JOB DESCRIPTION

<b>POST</b>	Communications Officer
<b>REPORTING TO</b>	Head of Strategic Engagement and Communications
<b>PURPOSE</b>	<ul style="list-style-type: none"> <li>• Drive awareness of Léargas’ work - its vision, mission, brand, and programme offerings through delivering external communications.</li> <li>• Contribute to the development and execution of Léargas’ communication and marketing plans.</li> <li>• Advance the strategic objectives and enhance visibility of Léargas contributions to international education and exchange.</li> <li>• Support the implementation of the Léargas Communications Strategy and annual workplan.</li> <li>• Facilitate cross-departmental collaboration to ensure Léargas messaging and content is unified, impactful, and compliant.</li> </ul>
<b>PAY GRADE</b>	Equivalent to Civil Service standard Executive Officer grade (PPC) €37,919. The successful candidate will commence at point 1.
<b>APPLICATION DEADLINE</b>	5pm, Thursday 28 <sup>th</sup> August 2025

Léargas manages national and international exchange programmes in adult education, school education, vocational education and training, youth, sport, and volunteering. These activities connect people in different communities and countries and bring an international dimension to the work of 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. We are a company limited by guarantee and a registered charity. We under the aegis of the Department of Further and Higher Education, Research, Innovation and Science.

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 Strategic Engagement and Communications team in Léargas as Communications Officer. This is an exciting opportunity for the right candidate to progress their career working in intercultural partnerships within European programmes.

## **KEY RESPONSIBILITIES AND TASKS**

The Léargas Communications Team is dynamic and multifaceted, handling a broad range of activities based on organisational needs. We are seeking someone adaptable and eager to grow into the role, responding flexibly to evolving priorities.

### **Content Creation and Marketing**

- Develop and tailor social media content for Léargas channels (Instagram, LinkedIn, X and Facebook).
- Monitor social media channels daily, responding appropriately.
- Maintain all Léargas digital channels, platforms, and tools.
- Lead on the writing, editing, and publication of marketing materials (emails, blogs, vlogs, informational toolkits, leaflets, infographics, etc.)
- Ideate and design creative assets for social media, newsletters, and presentations.
- Generate content for various media outlets, including press releases and advertorials.
- Support and/or lead new communications developments as directed.
- Use HubSpot for uploading and scheduling content.
- Ensure consistent brand messaging and positioning across all marketing materials and content.

### **Website Management**

- Support and/or lead the redevelopment of Léargas' website, including liaising with the web design and development agency.
- Liaise with web developers to ensure site maintenance and security are maintained, and to action our website accessibility audit.
- Create new website pages and regularly update company resources, news, deadlines and events on the Léargas website.

### **Event Coordination & Stakeholder Engagement**

- Plan and coordinate small to large-scale events, including Léargas' flagship cross-sectoral event, The Gathering.
- Deliver presentations on behalf of the SEC Team at online and in-person events.
- Represent Léargas at relevant events, fostering relationships with European National Agencies, and maintaining communication with external stakeholders and departments.

- Support Léargas in developing and actioning engagement opportunities with external stakeholders and public affairs contacts - including press, online platforms, broadcast media, and government departments - as identified and directed by the Head of SEC. This may include preparing communications outputs such as briefings, messaging, or media materials.

### **Collaboration and Cross-Functional Support**

- Work closely with colleagues in the SEC team to deliver effective external communications for the organisation, including leading on general administrative tasks that support the communications function.
- Build and maintain strong interdepartmental relationships by collaborating with programme, operations, and finance teams.
- Develop and provide internal supports, such as templated slide decks, how-to guides, and other practical resources, to enable colleagues across Léargas to lead their own communication activities.
- Facilitate cross-team collaboration by creating opportunities for wider staff involvement in planning and delivering key communication activities, as identified by the Head of SEC.
- Advise teams on communication approaches, content structure, format, and use of brand guidelines, under the direction of the Head of SEC or Senior SEC Officer.

### **Supplier and Project Coordination**

- Liaise with external suppliers such as designers, web developers, videographers, facilitators, and trainers.
- Project manage externally sourced communication activities, including videography, large-scale website developments, graphic design projects, and consultant-led work.
- Develop clear, strategic supplier briefs to ensure optimal outputs aligned with Léargas' communication goals and brand standards.

### **Measurement and Impact**

- Monitor and report on digital activities, evaluating impact, reach, and value, while identifying trends and opportunities for growth.
- Track and document relevant digital activities from the European Commission.
- Contribute to the preparation of annual reports for both the European Commission and Léargas.
- Communicate impact effectively through presentations, written reports, and verbal updates.

## QUALIFICATIONS & REQUIREMENTS

- Third level Qualification(s) **or** commensurate experience in a relevant area (e.g. Communications, Information Management, Digital Media, Publishing, Marketing, Public Affairs or similar) is essential.
- Minimum of 2 years' experience in a role that required significant writing and editing skills.
- Strong knowledge of design and digital media with experience using a design tool (Canva or any Adobe model is preferred).
- Previous experience using email marketing/ social media scheduling tools (e.g. HubSpot, Mailchimp, or similar).
- Working knowledge of Wordpress, Canva, Google Analytics or Hubspot would be an advantage
- Exceptional written skills, with ability to craft engaging and accurate content.
- Experience with Microsoft Office suite.
- Experience with social media platforms and writing for social media.
- Ability to handle multiple priorities, to negotiate priorities and to deliver targets within tight timeframes while contributing to long-term work.
- Adaptability and flexibility, as communications' tasks may shift in line with Léargas' communications strategy, that is currently in development.
- Exceptional attention to detail.
- Ability to take ownership and work on own initiative.

### General requirements of all Léargas staff

We expect our people to show leadership, exceptional organisational and planning skills, and to be analytical and conceptual thinkers with excellent IT, networking, and influencing skills. We expect excellent interpersonal and communication skills, including presentation skills, combined with an ability to fit within a team that works to support the vision and mission of Léargas.

## APPLICATION PROCESS

Send your **expression of interest and concise CV** to [recruit@leargas.ie](mailto:recruit@leargas.ie) by 5pm Thursday **28<sup>th</sup> August 2025**. Interviews will take place the week of the 15<sup>th</sup> September 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.



We work 35 hours per week in a flexible environment. We operate a hybrid work arrangement with staff attending some days in the office and some working from home.

On conclusion of this competition a panel of successful candidates may be formed as a result of the interviews. Candidates who obtain a place on the panel and who fulfil the conditions of the selection process may be considered for subsequent approved vacancies over the next 18 months.

### **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.