



- Job Title:** EU Projects Officer – Full-time position
- Location:** Meath Partnership's offices in Kells, Co. Meath
- Responsible to:** Programme Manager on a day-to-day basis and to the CEO thereafter.

The key objective of this role is to ensure that the European project requirements are met and delivered to the highest standards, providing an efficient and effective support role over the course of the 2018-2020 programming period.

The key responsibilities of this role are:

Project Management

- Oversee the planning, implementation, and reporting of our contracted EU projects.
- Ensure all projects are carried out on time and deliver quality outputs and services
- Measure and monitor progress of project partners to ensure delivery of results
- Organise and facilitate stakeholder meetings, awareness raising events and training sessions
- Monitor project stakeholders' activities and capture all dissemination actions
- Participate in relevant EU Project Meetings
- Compilation of time records and monitoring of project budgets in consultation with the Corporate Financial Officer
- Identify other key stakeholders for future European project opportunities
- Identify and nurture new collaborative relationships with stakeholders in the adult, VET and community education field at national and international level for potential future projects

Applying for new ERASMUS+/EU/national funded projects and research

- Keep abreast of new EU/ERASMUS+/national funding opportunities and work with relevant Meath Partnership staff to realise the potential of those opportunities
- Make applications for new funded projects, in collaboration with the Programme Manager

Communication/Dissemination

- Promote the Erasmus+ projects through media, social media, events and seminars
- Promote the successful outputs and outcomes of the EU funded projects to our stakeholders, nationally and internationally
- Effectively communicate internally on developments within the EU projects and other projects as they arise

Teamwork

- To work as part of the EU Projects Team
- To ensure open, professional and honest communication within the team environment
- To exploit and build upon the complementary programmes delivered by Meath Partnership
- Such duties (including administrative duties) as may be assigned from time to time by the Programme Manager and/or CEO

Contribute to Meath Partnership

At all times, operate to the highest professional, ethical and performance standards. This includes adapting effortlessly to changing circumstances in Meath Partnership. This list of responsibilities is not exhaustive and may vary from time to time, to provide for change. Meath Partnership is a dynamic and responsive organisation that requires the support and collegiality of all staff at all times.



Skills and Experience Required:

- A relevant third level qualification in European Studies, education/ training or a related field is required
- Project Management qualification desirable and beneficial. If no qualification, proof of relevant work experience must be very clearly provided
- Must have at least 3 years proven experience in management of European or international projects (control of management tools, monitoring tables of activities, budgets, organisational planning, reporting, administration, etc.)

Required Experience:

- Experience in developing and implementing complex projects involving multiple stakeholders
- Experience in an international work environment
- Relevant experience in developing and maintaining collaborative partnerships
- Working knowledge of the adult, VET and community education and training sector in Ireland
- Experience delivering first class written reports
- Excellent communication skills
- Professional expertise with Microsoft Office, online research databases
- Proven ability to meet targets and work to deadlines within a team setting

The candidate should possess the following skills and attributes:

- Self-starter, comfortable working without significant direction
- A good team player with enthusiasm, drive, friendliness and approachability
- Responsive and adaptive to a dynamic work environment
- High level of professional responsibility and integrity
- Meticulous, analytical and focused on results
- Solves problems and implements solutions in a constructive, inclusive and creative manner
- Precise methodological approach with effective organisational and administrative skills

Terms of Employment

This is a 37.5 hour per week, full-time contract up to 31st December 2019 subject to the satisfactory completion of 6 month probation period. Salary in the region of €35,000 - €38,000 per annum is on offer. The nature of the work may require working unsocial hours i.e. evenings and weekends plus EU travel. Access to own transport is essential for the position given the outreach nature of the role. This position is subject to Garda Vetting in line with Meath Partnership policy.

Leave: The annual leave entitlement is twenty (20) days per annum, pro-rata for shorter periods. Entitlement to leave for Public Holidays is in accordance with the terms of the Organisation of Working Time Act 1997. The offices of Meath Partnership close for five (5) days at Christmas; this time is additional to the annual leave entitlement detailed above. Meath Partnership is an Equal Opportunities Employer.

This position is funded through European Erasmus+ Programme 2014 - 2020.