

Ballymun Job Centre is currently recruiting for the position of EU and Special Projects Officer

The Ballymun Job Centre is involved in a number of European funded projects which focus on the development of innovative approaches to labour market access. We are looking for an EU and Special Projects Officer who will work on the development of these projects from planning right through to completion.

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. Identify other key stakeholders for future European project opportunities. Identify and nurture new collaborative relationships with stakeholders relevant to the implementation of current and future EU and special projects.

Applying for new EU/national and other funded projects and research - Keep up to date on new EU/national and other funding calls and opportunities and work with relevant BJC staff to realise the potential of those opportunities. Make applications for new funded projects, in collaboration with the Manager and staff of the BJC

Communication/Dissemination - Promote the EU and special projects through media, social media, events and seminars. Promote the successful outputs and outcomes to stakeholders, nationally and internationally. Effectively communicate internally on developments within the projects and other projects as they arise.

Skills and Experience Required - A relevant third level qualification in European Studies, social policy, psychology, education/ training or a related field is required. Project Management qualification desirable and beneficial. Experience in developing and implementing complex projects involving multiple stakeholders. Relevant experience in developing and maintaining collaborative partnerships. Working knowledge of the adult, VET and community education and training sector and employment services in Ireland. Experience delivering first class written reports and applications. Excellent communication skills. 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. Precise methodological approach with effective organisational and administrative skills.

Terms of Employment - This is a 39 hour per week, salary in the region of €34,493 - €44,527 per annum is on offer. The nature of the work may require working unsocial hours i.e. evenings and weekends plus EU travel.

Following shortlisting, successful candidates will be invited to attend for interview. Garda Vetting will be required on appointment in line with BJC policy.



To apply - Please forward a letter of application with CV by 5:00pm on Wednesday 25th November 2020 to:

Sandra Forbes, Project & HR Manager, Ballymun Job Centre, Ground Floor Civic Centre, Main Street Ballymun, Dublin 9 or email forbess@bmunjob.ie

Ballymun Job Centre is an equal opportunities employer.