

ADVERT ID 185815

## General

### Irish College Leuven

Mespil Business Centre Sussex Road Dublin 4

#### MAIN DETAILS

<b>Status:</b>	Deactivated
<b>Level:</b>	Higher & Further Education
<b>Date Posted:</b>	Mon Jan 30 2023 10:46:23
<b>Application Closing Date:</b>	Fri Feb 17 2023
<b>Commencement Date:</b>	Mon Apr 3 2023
<b>Status of Post:</b>	Permanent
<b>Number of Vacancies:</b>	1



#### POST DETAILS

**Title:** Education Programmes Executive

**Description:** Irish College Leuven wishes to appoint an Education Programme Executive, to join its growing education team and to deliver on its mission through the provision of education and training programmes for all sectors on the island of Ireland.

Drawing on the inspiration of over 400 years of Irish history in Leuven, the Education Programme Executive will support the development of the mission of Irish College Leuven. Irish College Leuven offers the successful candidate a rewarding opportunity to make a lasting contribution to the island of Ireland and its relationship with Europe.

Strategically located near the European Union Quarter in Brussels and based in a region renowned for innovation and creativity, Irish College Leuven's residential education programmes facilitate impactful short-term study abroad experiences across a diverse range of themes and subject areas.

#### Job Specification

##### Education Programme Management

Engage with clients to design education, training, and networking programmes that most suits their requirements. Organise content and logistics to ensure the smooth running of the programmes.

##### Outreach

Identify and develop potential opportunities for Irish College Leuven where it can support the work of the higher education sector, government departments and agencies, and community and voluntary groups.

##### Brand Awareness

Support Irish College Leuven's communication strategy to raise awareness of its activities and represent Irish College Leuven at functions and events.

##### Candidate Profile

Irish College Leuven is seeking a results driven candidate who can work independently and contribute to delivering its mission. The candidate should be able to demonstrate skills in all or most of the following areas:

- A good understanding of education systems and education programme design processes
- Experience in account management and providing high quality client services
- Good IT skills and proficient in Microsoft office programmes
- Excellent written, presentation, interpersonal, and networking skills
- Posses an entrepreneurial acumen and the ability to grow education programme activity
- Qualified to Masters' Degree level or hold a professional qualification
- 1-3 years work experience in a position of responsibility

#### Terms of Employment

The successful candidate will be contracted under, and subject to, Irish law.

Work on a hybrid basis, with regular attendance at Irish College Leuven's Dublin office, can be considered.

The successful candidate must hold the necessary visa requirements to allow for regular travel and work in Ireland, other member states of the European Union and the United Kingdom.

Interested candidates should submit a CV and a Cover Letter by email to David Grant, Chief Executive, [davidgrant@irishcollegeleuven.eu](mailto:davidgrant@irishcollegeleuven.eu)

Irish College Leuven is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, or age.

#### APPLICATION REQUIREMENTS

- Curriculum Vitae
- Covering Letter

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Apply To:** [davidgrant@irishcollegeleuven.eu](mailto:davidgrant@irishcollegeleuven.eu)  
**County:** Dublin  
**Postal District:** Dublin 4  
**Enquiries To:** [davidgrant@irishcollegeleuven.eu](mailto:davidgrant@irishcollegeleuven.eu)

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