

ADVERT ID 219452

General

Irish College Leuven

Mespil Business Centre Sussex Road Dublin 4

MAIN DETAILS

Status:	Active
Level:	Higher & Further Education
Date Posted:	Wed Jun 26 2024 09:28:07
Application Closing Date:	Fri Jul 19 2024
Commencement Date:	Tue Oct 1 2024
Status of Post:	Permanent
Number of Vacancies:	1



POST DETAILS

Title:

Senior Educaiton Programme Executive

Description:

Irish College Leuven works to support the island of Ireland's position as a respected member of the international community. Our vision is a forward and outward one that sees, an Ireland that is better informed and positively influences the world.

In supporting our vision, the mission of our organisation is:

To maximise the promotion of opportunities for the island of Ireland, and the appreciation of its cultural heritage, through education, training and research. To develop initiatives that inspire thought, change attitudes, influence and inform decisions.

In delivering our mission we draw on our values:

- Excellence - In all our activities we strive for excellence and professional delivery
- Transformative - In delivering our mission we seek to transform the lives of those who engage with us
- Inspiring - We deliver programmes that inspire thought and leadership for the future
- Service - We serve all organisations on the island of Ireland and its diaspora

Job Purpose

The Senior Programme Executive will join our education team and support the mission of Irish College Leuven as a resource for the island of Ireland through outreach and client engagement.

Key Tasks

Programme Management

- Build and maintain strong relationships with clients across a variety of sectors and provide a high level of service.
- Design, develop, and deliver education, training, networking, and cultural programmes that meet client requirements.
- Research, identify, and engage with suitable speakers and academic expertise that can contribute to programmes and the Institute's network in Belgium
- Research examples of best practices in Belgium (or within easy reach of Belgium) across sectors, which may allow client organisations to 'benchmark'.
- Manage programme logistics such as coach transport, entry to EU institutions or other visitor destinations, internal and external meals etc
- Manage programme budget and prepare invoices for issue to clients per the Institute's accounting procedures.

Mission Outreach

- Engage with decision-makers in the higher education sector, second-level education tier, local government units, government departments, commercial sector, community and voluntary

groups, and interest groups

- Strategically identify potential clients who can benefit from the assets and network available to the Institute
- Draft well-considered and realistic programme proposals in a professional manner that reflects a positive image of the Institute
- Represent the Institute at functions and events, including where appropriate making presentations

Person Specification

Qualifications/ Experience

- Candidates must be qualified to degree level or hold a professional qualification
- 3-5 years' work experience in a position of responsibility

Knowledge

- Knowledge or experience of the economy, higher/further education landscape, and political structures of the island of Ireland

Skills/ Attributes

- Excellent communication and interpersonal skills
- Demonstrate skills appropriate for programme design and client management
- Excellent planning and organisational skills

Additional requirements

- A background in project management, executive client services, and/or business development is desirable
- Need to be able to meet clients and attend events across the island of Ireland
- Ability to travel to Leuven on occasion and as necessary

Offer

- A competitive remuneration package in line with the experience and the potential of the successful candidate
- Position is based in Ireland and reports to the Dublin office
- Possibility to work from home
- Please note that this is not an academic post

To apply

- Please send CV and Cover letter outlining your skills and competencies and how they match the key tasks and person specifications to davidgrant@irishcollegeleuven.eu
- Closing date, 5.00pm Friday 19th July 2024

APPLICATION REQUIREMENTS

- Curriculum Vitae
- Covering Letter

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Apply To: Mespil Business Centre
Sussex Road
Dublin 4

County: Dublin

Postal District: Dublin 4

Enquiries To: davidgrant@irishcollegeleuven.eu