

Post-Primary Languages Ireland | Languages Connect

Open competition for the appointment of
Project Officer

Information Booklet

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1. The Appointment

Post-Primary Languages Ireland (PPLI) is a diverse team of experts who successfully deliver high quality projects in foreign languages education and awareness raising. We support a wide variety of stakeholders including government departments, education agencies, schools and teachers, and many other partners.

PPLI works to implement the [foreign languages strategy](#) of the Department of Education by diversifying, enhancing, and expanding the teaching of foreign languages in Ireland. The Languages Connect Awareness Raising campaign, facilitated by PPLI, aims to promote the personal, social, professional, and economic benefits of foreign language skills. Further details about PPLI are available at www.ppli.ie and the Languages Connect website www.languagesconnect.ie.

We wish to appoint a Project Officer to support the implementation of the strategy and awareness raising campaign. The post is a full-time one year fixed-term contract. A four-month probationary period will apply. The Project Officer will report to the Marketing and Communications Manager.

Applications Close: Friday 28th June 2024 5pm

Link to Application Form: <https://www.surveymonkey.com/r/PPLIProjectOfficer>

Job Specification

The duties of the Project Officer will include the following:

- Manage and coordinate #ThinkLanguages e.g. timeline, content, print and online resources, competitions, communications, and budget.
- Work with PPLI team members managing other projects related to primary, post-primary, third level and other stakeholders
- Monitor progress and set deadlines for all aspects of projects.
- Work within a budget and ensure that all procurement requirements are adhered to.
- Communicate and collaborate with full PPLI team.
- Project manage communications with schools, teachers, and other stakeholders.
- Write, edit, and proofread copy for online and print materials.
- Manage design and content updates for print, online and social collateral.
- Manage merchandise ordering, branding, and delivery with print company, incorporating sustainability obligations.
- Manage project participation and registration processes including data collection and follow up communications.
- Organise information sessions and communities of practice for teachers, and other stakeholders.
- Work with educational, cultural and industry partners to create effective co-operative promotional campaigns and events.
- Support coordination of project communications plans in line with overall PPLI/Languages Connect communications plan.
- Disseminate a range of supports for schools, teachers, and students.
- Keep up to date on current trends and developments in education, marketing, communications, and social media.

- Work with the wider team to ensure consistent brand identity and best practice is used across all communication channels.
- Brief and oversee the work of external agencies, such as designers, videographers, photographers, digital specialists, and printers, etc.
- Coordinate invoices and payments for all relevant suppliers.
- Conduct research with all stakeholders to evaluate project performance.

The above listed expectations and tasks are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities or duties required.

2. Experience/Qualifications

- Educated to degree level or equivalent in a relevant field i.e. project management, event management or educated to degree level with experience in a relevant field.
- 3+ years previous experience in a relevant field including marketing, event management and project management.
- Proven track record in coordination of successful and engaging campaigns and events
- Competence in a second language (in addition to English/Irish) is required.
- Budget management
- Previous experience in the education sector is desirable.
- High level of IT proficiency and working knowledge of the Microsoft Office package
- Eligible to work in Ireland

Skills & Competencies:

- Excellent Organisational Skills
- Excellent Interpersonal & Communication Skills
- Flexibility
- Team Leadership
- Judgement, Analysis & Decision Making
- Management & Delivery of Results
- Interpersonal & Communication Skills
- Project Management Knowledge and Expertise
- Drive & Commitment to Promoting Foreign Languages

3. Salary

The salary will be €53,332 which is analogous to Point 1 on the Civil Service Higher Executive Officer NPPC salary scale.

Salary scale: 53,332 – 54,871 – 56,407 – 57,957 – 59,508 – 61,071 – 62,623 – 64,856¹ – 67,097²

¹ After 3 years satisfactory service at the maximum.

² After 6 years satisfactory service at the maximum.

This rate of pay may be adjusted from time to time in line with Government pay policy.

Hours of Attendance:

Working hours will be in accordance with the standard arrangements in PPLI and will equate to no less than 35 hours (net of rest breaks) per week. No additional payment will be made for extra attendance as the rate of remuneration payable covers any exceptional extra attendance liability that may arise from time to time.

4. Annual Leave

The annual leave allowance will be 29 working days per annum, pro rata for the duration of the contract. This allowance, which is subject to the usual conditions regarding the granting of annual leave, is based on a five-day week and is exclusive of the usual public holidays.

5. Location

PPLI is currently based at The Digital Hub, Dublin 8. Attendance at the office is required as instructed.

6. Equal Opportunities

PPLI is an equal opportunities employer.

Garda vetting will be sought in respect of individuals who are considered for appointment. The applicant will be required to complete and return a Garda Vetting form. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which they resided. Enquiries may also be made with the police force of any country in which the applicant resided. If unsuccessful this information will be destroyed by the Law Reform Commission. If the applicant is subsequently considered for another position, he/she will be required to supply this information again.

7. Format of the competition

PPLI reserves the right to **shortlist** applicants. Shortlisting of candidates will be done based on the criteria outlined in the advertisement, the application, (and/ or) the interview, and/or satisfactory references.

Final selection will be based on a **competency interview**. The interview will be based on the competencies required to carry out the duties and responsibilities as set out in the description of the appointment. Candidates shortlisted for interview will be asked to provide details of two referees. Candidates will be contacted before referees are consulted.

8. Preparing for interview

Please prepare a five-minute presentation on how you envisage your role in the context of the job responsibilities outlined in Section 1.

Please also prepare to explain to the interview board how you have demonstrated the following competencies required for the position of Project Officer in PPLI.

- Team Leadership
- Judgement, Analysis & Decision Making
- Management & Delivery of Results
- Interpersonal & Communication Skills
- Project Management Knowledge and Expertise
- Drive & Commitment to Promoting Foreign Languages

For each competency, you may be asked to give examples from your career to date that best illustrate how you have developed and used this competency.

9. Eligibility

Must be eligible to work in the Republic of Ireland.

10. Confidentiality

Subject to the provisions of the F.O.I. Act, 1997 applications will be treated in strict confidence.

11. Attendance at interview

Calls to interview will be made at least a week beforehand. The onus is on all applicants to make themselves available for the interview and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the e-mail address specified on their application form. PPLI will not be responsible for expenses incurred by applicants.

12. Deeming of candidature to be withdrawn

Applicants who-

- (a) do not, when requested, furnish such evidence as PPLI requires regarding any matter relevant to their candidature,
 - (b) or do not attend the interview at the time and place appointed,
 - (c) or, when offered appointment, do not accept appointment and take up duty as arranged,
- shall, unless PPLI in its absolute discretion decides otherwise, be deemed to have withdrawn their candidature.

13. Queries

If you have any queries in relation to the process or the role, please contact Aoife.Dungan@ppli.ie