



## **Roscommon LEADER Partnership**

*wishes to recruit for the following Position*

### **European Projects Coordinator**

The European Projects Coordinator will lead the coordination, delivery and development of EU-funded projects for Roscommon LEADER Partnership. The role has responsibility for project performance, partner coordination, staff line management, financial oversight and the development of future funding opportunities at national and European level.

#### **Key Areas of Responsibility:**

##### **Strategic Project Coordination**

- Lead the end-to-end coordination of contracted EU and Erasmus+ projects, from initiation through delivery to final reporting.
- Coordinate project work packages, timelines, deliverables and partner contributions to ensure coherent and timely delivery.
- Monitor progress against project plans, outputs and indicators, ensuring compliance with funder requirements.
- Identify risks, challenges and under-performance and implement corrective actions as required.
- Participate in and contribute to EU-level project meetings and transnational partner engagements.

##### **People Management & Team Leadership**

- Line manage designated EU project staff, interns and/or secondees in line with organisational policies.
- Allocate work, set priorities and monitor workloads across project teams.
- Provide ongoing supervision, mentoring, performance feedback and support to staff.
- Support staff learning and development through training, coaching and performance review processes.
- Promote a positive, inclusive and high-performing team culture within the EU Projects function.

##### **Financial Oversight & Compliance**

- Monitor project budgets, expenditure and financial reporting in collaboration with the Chief Finance Officer and finance team.
- Ensure accurate compilation of time records and financial documentation in line with EU funding rules.
- Support audit, reporting and compliance processes as required by funders.

#### **Stakeholder Engagement & Partnership Development**

- Build and maintain strong working relationships with project partners and key stakeholders at national and international level
- Identify, engage and nurture new strategic partnerships within the adult education, VET and community education sectors
- Organise and facilitate stakeholder meetings, learning events, training sessions and awareness-raising activities
- Capture and document partner activities and dissemination actions

#### **Funding Development & Project Design**

- Proactively monitor EU, Erasmus+ and national funding opportunities
- Lead and coordinate the development of funding applications, including project concept development, partner coordination and proposal drafting
- Work collaboratively with the CEO, management team and internal staff to submit high-quality funding applications

#### **Communication, Dissemination & Visibility**

- Coordinate the promotion and visibility of EU-funded projects through media, social media, events and seminars
- Communicate project progress, achievements and outcomes internally across Roscommon LEADER Partnership
- Promote project results and learning nationally and internationally

#### **Organisational Contribution**

- Contribute actively to the work of the EU Projects Team and the wider organisation
- Support cross-programme collaboration and alignment with other Roscommon LEADER Partnership initiatives
- Undertake additional duties as required by the CEO or CFO
- Operate at all times to the highest professional, ethical and performance standards
- Adapt flexibly to changing organisational and funding environments

#### **Skills and Experience Required:**

- A relevant third level qualification 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 2 years proven experience in working on 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 & Conditions:**

- Full-time position - 35 hours per week.
- Base of work - Arigna office.
- Contract duration - Indefinite duration, subject to funding.
- Reports to - The CEO.
- Salary will commensurate with qualifications & experience.
- Annual Leave - 21 days plus 3 Company Allocated Leave days.
- A probationary period of 6 months will apply.

**We are recruiting for two exciting full-time roles (35 hours per week) at Roscommon LEADER Partnership working on our European Projects. These roles are community-focused initiatives with a European reach. The positions will be based in our Arigna Office.**

To apply for the position, please submit your CV and letter of application to: [recruitment@ridc.ie](mailto:recruitment@ridc.ie) clearly stating which position you are applying for

**Closing date for receipt of applications is 1 pm, Thursday the 9<sup>th</sup> of April 2026**

*Interviews will take place on Wednesday the 15<sup>th</sup> of April 2026*

Roscommon LEADER Partnership is an Equal Opportunities Employer



**Co-funded by  
the European Union**