

### **Role Specification**

<b>Title:</b>	Project Officer
<b>Unit:</b>	Enterprise, Employees and Skills
<b>Grade:</b>	8
<b>Reporting to:</b>	Manager

### **Role Summary**

SOLAS is currently recruiting a Project Officer on a temporary basis to assist and support the unit's operational and administrative functions and contribute in a positive manner to the work of the Enterprise, Employee and Skills unit.

The successful applicant will assist SOLAS in supporting the Department of Further Higher Education Research Innovation and Science in achieving national targets and goals for employee development, enterprise engagement and other targeted skills development initiatives in further education and training. The details of goals and targets are set out in policy and strategy documents that include the Further Education and Training Strategy 2020-2024, the National Skills Strategy 2025; and the current Programme for Government.

The successful applicant will play a supportive role in delivering on national policy and the related targets and goals, working closely with internal colleagues in SOLAS, stakeholders in further education and training, with the enterprise community and the wider stakeholder group.

### **Key Tasks and Responsibilities**

- Promotions and Events
  - Liaise with creative agency and media agency on promotional programme requirements
  - Videography/Photography needs – attend internal meetings to establish needs. Set up meetings with suppliers, send agendas, take and circulate minutes, follow up actions. Assist in preparing documentation and setting up filming and photo shoots.
  - Assist in preparation of promotional case studies.
  - Drafting of MS Forms to send to ETBs to collate videography/photography needs.
  - Developing and delivering presentations for events.
  - Liaison with ETBs in relation to requests and queries in a timely manner.
  - Post promotional campaign analysis.
  - Inputting to Communications Plan and updating of Plan.
  - Developing social media posts.
  - Liaison with comms on website updates.
  - Supporting the Promotions sub-groups for Skills to Advance initiatives. Contribute to planning promotions. Campaign with sub-groups and reporting back to the Working Group.
  - Administration of promotional events and materials.

- Newsletter
  - Liaise with ETBs to source articles for newsletter.
  - Assist in drafting and editing articles.
  - Post newsletter to website.
  - Maintenance of mailing list.
  - Data analysis of issues of newsletter.
- Finance/Procurement
  - Processing Procurement Purchase Orders.
  - Managing procurement approvals process.
  - Drafting tenders, Service Level Agreements.
  - Tracking expenditure on supplier contracts against budgets and report to management.
- eCollege referrals.
- Moodle – setting up new ETB staff with logins and updating site.
- Management of mailing lists – keep up to date.
- Researching and providing information to management for presentations when requested.
- Updating intranet.
- Any other duties/project work which may be specified from time to time.

## **Requirements**

### ***Essential:***

- NFQ/QQI Level 7 standard of education is the minimum standard required or minimum 2 years' relevant experience working within the FET sector.
- Minimum 1 year of project management experience.
- Strong skills in digital, social media and promotional supports delivery.
- Evidence of excellent working knowledge of Microsoft Office Suite
- Relevant experience of implementing communication/promotional strategies to promote education and training policies and initiatives, working with creative, media agencies and other contractors to design, develop and deliver effective promotional campaigns.
- Demonstrated ability to liaise and network with a range of stakeholders both internal and external.
- Demonstrated ability to embrace and implement change as directed by management.
- Demonstrated ability to think creatively in seeking solutions and/or developments in programmes, processes and delivery mechanisms.
- Demonstrated ability to work as part of a team and support management as required.
- Demonstrated ability to identify continuous improvements in own areas of operations.
- Demonstrated ability to work effectively under pressure to meet targets.
- Proven record as an excellent communicator.
- Strong report writing skills.

### ***Desirable:***

- Experience in deadline driven environment.
- Knowledge of SOLAS and its services.
- Evidence of self-development.
- Working knowledge of Visio
- Some knowledge of key SOLAS systems