

Role Specification

Title:	Project Assistant
Grade:	Grade 10
Unit:	National Apprenticeship Office
Reporting to:	Assistant Manager – National Apprenticeship Office
Location:	SOLAS Block 1, Castleforbes House, Castleforbes Road, Dublin 1
Reference No:	655

Closing Date for applications is Thursday, 05 November 2026 at 12:00pm (noon)

Role Summary:

Since 2016, 63 apprenticeship programmes have been developed and launched, with a further 24 in development at key stages in the current ten-step critical path for developing apprenticeships.

The Project Assistant will support consortia at key stages in the ten-step critical path for developing apprenticeships, as well as assisting consortia and coordinating providers when programmes are underway. The current ten-step process has just been reviewed and a new process to approve and develop new consortia-led apprenticeships will launch imminently. This will move to a time-bound call for proposals process and approved programmes will proceed through to a five-step development process.

The Project Assistant role will be integral to providing administrative support at the appropriate level throughout the launch and implementation of this revised approach. The successful candidate will have a key role in engaging with apprenticeship consortia, coordinating providers, Authorised Officers and other key stakeholders who are involved in apprenticeship development and delivery work. Each new national apprenticeship must become a formal apprenticeship activity, via statutory instrument and the Project Assistant will help support this element of apprenticeship development and launch.

Apprenticeship consortia are eligible to receive funding for development as well as for delivery and the Project Assistant will provide the administration support for funding arrangements, reporting and monitoring.

Key Tasks/Responsibilities:

- Attend regular meetings with Coordinating Providers of consortia-led apprenticeships, and apprenticeship consortia providing expertise in apprenticeship, administration, and IT skills. Troubleshoot and solve problems daily to assist with issues as they arise.
- Support the administration related to National Apprenticeship Alliance meetings, new apprenticeship proposals, Occupational Profiles, Project Plans, and liaise with AC Sub-Group(s).
- Support the work of relevant external groups, including logistics and document preparation for meetings; take notes; monitor and support follow-up actions

- Gather information to facilitate the launch of new apprenticeships, including validation and other material for SOLAS records, Authorised Officers, ACSS, and the apprenticeship website.
- Facilitate and prepare documentation for AO briefings, demonstrations, or information briefings.
- Support achievement of annual targets through effective ongoing liaison and engagement with apprenticeship consortia, key stakeholders, and all external bodies
- Maintain and update the content on apprenticeship.ie to ensure all information is accurate and up to date; liaise with IT, ETBs, consortia and other relevant stakeholders. regarding their content requirements.
- Assist with developing and/or evaluating new or existing programmes, policies, procedures/systems, marketing, and communications activities as appropriate.
- Provide written and verbal updates on projects as required.
- Represent SOLAS on internal and external working groups and committees, as required.
- Keep up to date with the latest technologies and developments.
- Undertake other duties as required by management from time to time.

Requirements:

Essential

- Minimum of QQI/FETAC/HETAC Level 5 - Major Award).
- Minimum of 2-years relevant work experience in an administrative role
- Excellent IT skills with a high level of competency in MS Office applications e.g. Word and Excel
- Strong organisational and prioritisation skills, with the capability to manage multiple priorities with competing priorities/deadlines.
- Excellent analytical skills with attention to detail combined with an ability to communicate concisely with all levels of staff both within and outside SOLAS
- Flexible and innovative approach to work
- Strong team player, who supports and collaborates with colleagues to achieve organisational goals
- Proven track record in a busy working environment
- Able to represent Unit at meetings/workshops etc

Desirable

- Strives to find the best solutions to achieve objectives
- Stakeholder engagement experience
- Knowledge of key SOLAS systems
- Has pursued, or is pursuing, qualifications in relevant area