

Role Specification

Title:	Project Officer
Unit:	Enterprise, Employees and Skills
Grade:	8
Reporting to:	Manager
Closing Date:	Thursday, 20 August 2026

Role Summary

SOLAS is seeking to recruit a **Project Officer** on a temporary basis to support the work of the Enterprise, Employees and Skills unit. This role will contribute to the delivery of employee development, enterprise engagement and targeted skills initiatives across the Further Education and Training (FET) sector.

The successful candidate will support SOLAS in working with the Department of Further and Higher Education, Research, Innovation and Science to progress national priorities for employee development, workforce upskilling, enterprise engagement and targeted skills development. This work is informed by relevant policy and strategy documents, including current and emerging FET strategies, national skills priorities and the Programme for Government.

Working closely with colleagues across SOLAS, Education and Training Boards (ETBs), FET providers, enterprise partners and other stakeholders, the Project Officer will provide project coordination, research, data analysis, reporting, monitoring, procurement and administrative support to help deliver effective and responsive skills initiatives.

Key Responsibilities

- Support the planning, coordination and delivery of employee development, enterprise engagement and targeted skills initiatives within the Enterprise, Employees and Skills unit.
- Contribute to the review of existing FET provision and the development of new initiatives in partnership with ETBs, relevant agencies, FET providers and enterprise stakeholders.
- Conduct research, gather information, compile data and prepare analysis to inform reports, briefings, submissions and stakeholder updates.
- Support the development and use of monitoring, evaluation and reporting systems for employee development and targeted skills initiatives.
- Provide guidance, coordination and operational support to ETBs in relation to Skills to Advance and other relevant employee development initiatives.
- Support programme development and project management activity for agile training responses, micro-qualifications and other targeted upskilling initiatives.
- Prepare information and responses for Parliamentary Questions, audit queries, management reports, Board papers, briefing notes and other requests for information.
- Develop and maintain effective working relationships with internal colleagues, ETBs, enterprise representatives, agencies and other stakeholders.
- Carry out any other duties appropriate to the grade as may be assigned by

the Manager, Enterprise, Employees and Skills from time to time.

Finance, Procurement and Administration

- Support procurement processes, including preparation of documentation, purchase orders, procurement approvals, tender documentation and service level agreements.
- Track expenditure on supplier contracts and project activities against approved budgets and provide updates to management as required.
- Maintain accurate records, trackers, mailing lists, contact databases and shared information resources to support the effective operation of the unit.
- Provide administrative and systems support, including updating relevant platforms, preparing materials for meetings or presentations and supporting events, briefings and stakeholder engagements.

Essential Requirements

- A minimum of two years' relevant project management, project coordination or programme support experience.
- Experience supporting programme development, operational delivery, reporting or stakeholder engagement in a relevant organisational context.
- Strong IT skills, including Microsoft Office, with the ability to use databases, reporting tools, shared platforms and internal systems effectively.
- Strong communication and interpersonal skills, with the ability to liaise effectively with a range of internal and external stakeholders.
- Strong organisational skills, including the ability to manage competing priorities, meet deadlines and maintain accuracy under pressure.
- Demonstrated analytical skills, including the ability to gather, interpret and present information clearly to support decision-making.
- Demonstrated ability to work collaboratively as part of a team, support management and contribute positively to unit objectives.
- Demonstrated ability to identify opportunities for continuous improvement and contribute to the development of improved processes, systems or ways of working.
- Demonstrated flexibility and adaptability, including the ability to respond constructively to change and evolving organisational priorities.

Desirable Requirements

- Knowledge of the FET sector, employee development, enterprise engagement or national skills policy.
- Experience preparing reports, briefing material, presentations, funding documentation, audit responses or management information.
- A relevant third level qualification or equivalent knowledge gained through relevant work experience.

Equal Opportunities

SOLAS is an Equal Opportunities Employer. SOLAS is committed to promoting equality, diversity and inclusion and to providing reasonable accommodation throughout the recruitment process where required.