

Promotional (Acting) / Lateral Assignment Opportunity – Maternity Cover (9-month Duration)

Title	Assistant Executive, Horizon Europe
Grade	Level C
Department	R&I Internationalisation
Business unit	Research & Innovation
Reporting to	Senior Executive, Horizon Europe
Location	East Point, Dublin
Job reference	EI.082.25E
Closing Date	Tuesday 15th July 2025

Applicants must have the legal right to live and work and be available to work in the location

Horizon Europe, the largest and most ambitious EU Research and Innovation programme ever, with €93 billion of funding available over seven years (2021-2027), is at the heart of the EU's blueprint for smart, sustainable and inclusive economic growth. It is intended to tackle the EU's green and digital transition, help the EU to achieve the UN's Sustainable Development Goals and boost the EU's technological sovereignty, industry competitiveness and growth.

Ireland's track record in European Research and Innovation programmes is recognised throughout Europe and beyond.

The goal of Ireland's Horizon Europe National Support Network, led by Enterprise Ireland (EI), is to build on this through programme promotion and the provision of both strategic and operational assistance to Ireland's diverse range of applicants and relevant stakeholders, including notably, companies and researchers from Higher Education Institutes.

Role Purpose

A key objective for EI's Horizon Europe team is to drive successful participation in this programme and to effectively facilitate applicants to achieve a target of €1.5 billion in budget drawdown for Ireland over the period of the programme.

As a key member of the Horizon Europe team, the successful candidate will provide comprehensive administration, communication and reporting support services to the Senior Executive, Horizon Europe, the National Director for Horizon Europe and the wider team.

Key Deliverables

Provide administration support for the Horizon Europe team and act in an assistant executive capacity to the Senior Executive and National Director for Horizon Europe to include the following:

- Provide ongoing support to Horizon Europe National Contact Points (NCPs) in Enterprise Ireland and to the wider support network.
- Maintain the Horizon Europe Ireland and other related websites – both front-end and intranet system.
- Undertake data analysis and support the preparation of reports using the Horizon Europe Information System (ECORDA) and Horizon Dashboard to profile Ireland's drawdown under Horizon Europe and older Framework Programmes.

- Support the management and running of a full suite of Horizon Europe programme-related activities, processes and financial/grant supports, ensuring they are operating efficiently and in line with agreed policy guidelines.
- Actively participate in internal working groups to support the delivery of Ireland's drawdown under the Programme.
- Organise Horizon Europe events (physical and virtual) and support the promotion of these events.
- Support the communications strategy to promote Horizon Europe internally and externally to Enterprise Ireland.
- Administer documents and communication materials between stakeholders, internally and externally to Enterprise Ireland.
- Support other administrative aspects of the wider Horizon Europe team as required.
- Liaise and network with internal and external stakeholders, NCPs, Government bodies and EU representatives to include the following:
 - Support the development of agendas and organisation of meetings of the NCP Network.
 - Support meetings between NCPs, the National Director and external stakeholders.
 - Undertake other administrative aspects of the wider Horizon Europe team as required.

Functional Competencies (Key Skills and Knowledge)

- Excellent administration, coordination and organisational skills and experience, coupled with a high level of accuracy and attention to detail to meet challenging deadlines is essential.
- Experience in providing project management and/or event management support is essential.
- Robust IT proficiency and experience in using MS Office 365 applications including Microsoft Excel, Word, Outlook and PowerPoint coupled with an ability to learn new technologies is essential.
- Experience of using SmartSimple and Oracle is desirable.
- Experience of using email/newsletter platforms e.g. Active Campaign, Poppulo, Mailchimp or similar and/or webpage development using Wordpress (or similar) is desirable.
- Strong verbal and written communication skills and experience of, or ability to:
 - Build networks, engagement and relationships across a range of diverse internal and external stakeholders.
 - Support the development and production of content and marketing collateral for a range of print and digital communication platforms e.g. electronic newsletters/eazines, brochures, reports, publications, website, etc.
 - Use social media across a range of digital platforms for business communication purposes e.g. LinkedIn.
- Willingness and ability to work on own initiative and use sound judgement, professionalism, confidentiality and discretion.
- Experience of driving all administration activities aligned to budget management.
- Broad awareness and understanding of the work of the Research and Innovation Division.

Enterprise Ireland Behavioural Competencies

Results Focused

The ability to remain outcome and results focused with regard to business priorities and organisational goals, monitoring progress and adjusting approach ensuring delivery against the appropriate timescales.

Innovation and Risk-Taking

Actively encourages new ideas, experimentation and measured risk-taking, while always being on the lookout for opportunities to continuously improve business processes and efficiencies within Enterprise Ireland and client organisations.

Problem Solving and Decision-Making

The ability to be decisive and take tough decisions about clients, people and costs to deliver sustainable results, using the analysis of information and situations to make logical and sound decisions.

Client Focused

The ability to provide an excellent client service focusing on client needs and building and maintaining effective personal and business relationships to advance clients' objectives and Enterprise Ireland strategy.

Communicating with Impact to Influence Others

Communicates in a manner that will persuade, convince and influence their own staff and others, both internally and externally, in order to motivate, inspire or encourage them to follow a particular course of action.

Teamworking

Co-operates with colleagues, shares information and respects the opinions and values of staff members. Understands the skills, experience and knowledge of staff members and maximises how these can be utilised to the benefit of the department, the organisation and the client.

Embracing & Leading Change

Understands the business agenda of Enterprise Ireland and embraces changes for area of responsibility and for external and internal clients.

Acting / Leading with Integrity

Lives the Enterprise Ireland purpose and values, acting genuinely and with integrity, in a manner that builds trust and engages and motivates others, placing the genuine needs of the client, the organisation, and staff ahead of personal agendas.

Networking

Establishes and maintains mutually beneficial relationships with colleagues and other networks for the purpose of sharing information.

Developing Yourself & Others

Creates an environment that enables others to excel in terms of job performance.

Salary Scale

€31,233 - €57,445 per annum contributory superannuation

Rising to €61,205 by long service increments

€29,953 - €56,483 per annum non-contributory superannuation

Rising to €58,253 by long service increments.

Candidates should note that entry will be at the minimum of the relevant scale and the rate of remuneration may be adjusted from time to time in line with Government pay policy. Subject to satisfactory performance, increments may be payable in line with current Government Policy.

** Point of entry on this salary scale may differ from the minimum point of the scale if the successful candidate is a current public or civil servant. **

Application and Selection Process

The selection process may include short-listing of candidates. The selection criteria will be based on the requirements of the position. It is therefore important that you provide a detailed and accurate account of where you believe your skills and experience meet the requirements for the position. This should be contained in a short supporting document (template attached - maximum 2 pages) accompanying your CV.

Applicants should note that, for shortlisting purposes in particular, clear evidence of the functional competency requirements listed as essential in this specification must be demonstrated as part of your supporting document accompanying your CV.

To apply for the position, send a detailed CV and supporting document quoting reference number **EI.082.25E** to hrconnect@enterprise-ireland.com to be received **on or before Tuesday 15th July 2025**.

N.B. All correspondence will be acknowledged in writing by the HR Department within 3 working days. Applicants who do not receive an acknowledgement within 3 working days should contact hrconnect@enterprise-ireland.com

ISSUED BY THE HR DEPARTMENT, ENTERPRISE IRELAND ON TUESDAY 01st JULY 2025

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