



National Youth Federation Limited



#JOB-2459819



YOUTH WORK IRELAND, 20 Dominick St

Lwr, Dublin 1, D01 YP97



No of positions : 1



Paid Position



35 hours per week



37242.95 Euro Annually



23/07/2026



20/08/2026

How to apply

Application Method :

Not available



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Generation Monitoring and Compliance Office

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Our Generation Monitoring and Compliance Officer required to work at Youth Work Ireland (National Youth Federation Limited, trading as Youth Work Ireland), located at 20 Lower Dominick Street, Dublin 1 (hybrid). The post supports the Our Generation programme, funded under SEUPB / PEACEPLUS. Applicants must have demonstrable experience in a monitoring, compliance and funder-reporting role, including experience of programme monitoring and evaluation and of managing participant and programme data in line with GDPR and safeguarding requirements, together with good IT and data-management skills including the use of programme monitoring and data systems such as Upshot and the Erasmus+ Beneficiary Module. Duties are: 1. Maintaining the programme's monitoring and evaluation systems and records, and ensuring compliance with the monitoring, evidence and reporting requirements of the funder (SEUPB / PEACEPLUS) and other funding bodies including Erasmus+; 2. Preparing and submitting programme reports and funder documentation and maintaining the evidence required for programme monitoring, evaluation and funder reviews, working within the Upshot system and the Erasmus+ Beneficiary Module; 3. Governing participant and programme data in accordance with GDPR and safeguarding obligations, including the secure processing, storage and management of participant records across multiple information systems; 4. Administering the financial, procurement and purchasing documentation for the programme and maintaining the financial records required for funder reporting and audit purposes; 5. Preparing and coordinating the records and evidence required for programme audits, monitoring visits and funder reviews, and supporting quality assurance, compliance processes and liaison with partner organisations. Salary: €37,242.95 per annum. Hours: 35 per week. Apply to Tracey McArdle at tmcardle@youthworkireland.ie.

- This vacancy is suitable for Remote/Blended working
- **Sector:** administrative and support service activities

Career Level

- Experienced [Non-Managerial]