

## Job Specification

### Programme Officer: Pioneering

<b>Job Title:</b>	Programme Officer: Pioneering
<b>Organisation:</b>	IDEA, the Irish Development Education Association
<b>Reporting to:</b>	IDEA Director
<b>Contract type:</b>	Five year fixed term contract, subject to ongoing funding, with the possibility of extension.
<b>Purpose of the role:</b>	To support delivery of IDEA's Pioneering programme focussing on Innovation, Impact and Partnerships in Global Citizenship Education. This is a varied role requiring programme delivery experience, interpersonal skills, good organisation and multi-tasking skills.
<b>Location of the post:</b>	IDEA Office, 6 Gardiner Row, Dublin 1 with the possibility of hybrid working
<b>Starting date:</b>	August 2022
<b>Hours of Work:</b>	Full time (some flexibility may be required, such as evening/weekend work)
<b>Remuneration:</b>	€37,000 - €39,253 depending on experience

**Application Process:** Letter of motivation (max. 1 page) and CV should be sent by email to: [recruitment@ideaonline.ie](mailto:recruitment@ideaonline.ie) with the job title in the subject line. All applications will be dealt with in full confidentiality. Interviews are expected to be held on 21 & 22 July. For more information about IDEA, please see our website [www.ideaonline.ie](http://www.ideaonline.ie)

**Deadline for applications:** 5pm, 15th July, 2022

#### **Job Description - Programme Officer: Pioneering**

##### **Key Duties & Responsibilities:**

- Coordinate the delivery of IDEA's Pioneering programme, including work on Innovation, Impact and Partnerships
- Co-design IDEA's Innovation, Impact and Partnerships annual programmes, working closely with the Director and team
- Organise and deliver Innovation activities, including the annual IDEAs Lab

- Identify examples of Innovation & Global Citizenship Education and communicate to IDEA members and stakeholders
- Coordinate process to identify Global Citizenship Education research priorities focussed on Impact, including members consultations
- Liaison with donors and researchers to ensure sector priorities are reflected in Global Citizenship Education Impact research
- Identify examples & stories of Impact in Global Citizenship Education and communicate to IDEA members and stakeholders
- Support the integration of Impact into IDEA's Capacity Development & Communications work
- Work with IDEA members to identify their Partnerships support needs
- Co-design and deliver programme of support for IDEA members Partnerships work

### **Person specification:**

#### **Essential**

- Creative and highly engaged Programme Officer, with ability to take initiative, co-design and deliver a Pioneering programme of support and events
- Minimum of 2 years' experience of programme delivery in Ireland and/or European/international context
- Experience developing and delivering responsive and innovative programmes that meet stakeholders needs
- Ability to develop programmes in partnership with diverse stakeholders
- Experience organising in person and online events, including training, workshops and stakeholder consultations, or similar
- Experience of identifying and communicating stories and the ability to adapt them for specific audiences
- Excellent and proven organisational skills and high attention to detail in managing a diverse and demanding workload
- Experience in delivering activities on time and within budget
- Ability to work effectively as a team member and on own initiative
- Ability to be discreet and discern when confidentiality is required
- Ability to establish good working relations with key players and stakeholders
- A commitment to IDEA's vision, mission and the values of Global Citizenship Education

#### **Desirable**

- Understanding and knowledge of sustainable development and global citizenship
- Experience working in the NGO, civil society or education sectors
- Experience of membership organisations, networks and working collaboratively with members.

**IDEA is an Equal Opportunities Employer**

IDEA is committed to fostering an inclusive and collaborative work environment that values all identities, perspectives and experiences, and provides opportunities for learning and growth. We welcome applications from people from all backgrounds & experiences.

**About IDEA**

IDEA, the Irish Development Education Association, is the national network for Development Education in Ireland. We represent over 80 members involved in the practice, promotion and advancement of Development Education in formal, non-formal and informal settings. Together we work to strengthen Development Education in Ireland and to raise awareness of the crucial role of Development Education in achieving an equal, just and sustainable future.

For more information, please visit our website [www.ideaonline.ie](http://www.ideaonline.ie)