

Job Specification

Capacity Development Programme Manager

Job Title:	Capacity Development Programme Manager
Organisation:	IDEA, the Irish Development Education Association
Reporting to:	Head of Membership, Quality & Impact
Contract type:	Permanent contract, subject to ongoing funding.
Purpose of the role:	The Capacity Development Manager plays a key leadership role within IDEA, overseeing the design and delivery of IDEA's core capacity development programme. This role ensures that IDEA's members and the wider Development/Global Citizenship Education (DE/GCE) sector have access to high-quality training, networking opportunities, and research insights. The Capacity Development Manager also leads research outreach, and impact assessment, ensuring strong connections between capacity-development and other areas including research, policy, communications, and advocacy efforts.
Location of the post:	IDEA Office, 6 Gardiner Row, Dublin 1 with hybrid working (generally Tuesdays and Wednesdays in the office) based on requirements of the organisation.
Starting date:	November 2025
Hours of Work:	Full-time role, 35 hours, 5 days per week (some flexibility may be required, such as evening/weekend work)
Remuneration:	€42,718 - €49,522 per annum depending on experience (in line with IDEA salary scale). 6.5% employer pension contribution (in line with Government auto-enrolment rules from January 2026). 25 days annual leave.

Application Process: Letter of motivation (max. 1 page) and CV must be sent by email to: recruitment@ideaonline.ie with the job title in the subject line. All applications will be dealt with in strictest confidence. In-person interviews are expected to be held on Monday October 20th with the prospect of a second interview later that week. Only short-listed candidates will be contacted. For more information about IDEA, see the end of this document, or please see our website www.ideaonline.ie *Canvassing will disqualify.*

Application deadline: Monday 13 October 5.00pm

Key Duties & Responsibilities

Capacity Development & Programme Implementation

- Lead the development of IDEA's Capacity Development programme, including the areas of strategic planning, programme development, innovation, budget management, donor liaison and risk mitigation.
- Lead the design, management, and delivery of IDEA's core capacity-building events, including in collaboration with our members. These events include training, webinars and workshops in the areas of DE/GCE knowledge and skills, impact measurement, innovation and research.
- Coordinate the design, planning, management and delivery of IDEA's annual conference, to strengthen and facilitate members' active participation, engagement, and inclusion within IDEA, working closely with the CEO, and in consultation with the Communications team and other staff as relevant.
- Ensure that capacity development initiatives are responsive to the needs of IDEA members and align with best practices in Development/Global Citizenship Education (DE/GCE).
- Stay informed and up to date with key themes and emerging trends as well as with potential speakers and facilitators to inform the delivery of a high-quality calendar of events.
- Identify and engage expert speakers, facilitators, and trainers to enhance IDEA's learning opportunities.
- Monitor and evaluate the effectiveness of IDEA's capacity-building activities in line with IDEA's Monitoring & Evaluation systems, ensuring continuous learning and relevant improvements.
- Staying informed of IDEA members' capacity development work, attending their events and using insights and connections to inform IDEA's programme.

Impact measurement

- Lead the development, implementation, and refinement of IDEA's Theory of Impact for GCE, ensuring it supports the organisation's strategic goals including strengthening members' capacity, policy, advocacy, and communications.
- Coordinate the design, testing, and roll-out of impact management frameworks to support our members in capturing and articulating the impact of DE/GCE programmes in line with the Theory of Impact.
- Work closely with the Head of Membership, Quality and Impact to ensure relevant learning feeds into programme design and other relevant functions within

IDEA, including Policy & Advocacy and Communications, as well as sector wide learning.

Research, Networking & Knowledge exchange

- Lead IDEA's engagement with academia, research institutions, and global networks to ensure IDEA remains at the forefront of DE/GCE trends and practices.
- Build and maintain strategic relationships with researchers, educators, and practitioners to facilitate knowledge-sharing and collaboration.
- Ensure that international best practices and emerging research inform IDEA's Capacity Development programme and events.
- Collaborate with the Policy & Advocacy, and Communications teams to ensure research insights contribute to IDEA's wider strategic goals.

Cross-Organisational Collaboration & Strategic Support

- Work closely with other IDEA colleagues, including Membership, Policy & Advocacy, and Communications, to ensure alignment between capacity development, advocacy, and sectoral impact.
- Support IDEA's work on monitoring, evaluation, and reporting, ensuring insights from capacity-building initiatives inform organisational learning and strategic decision-making.
- Contribute to the implementation of IDEA's Code of Good Practice, ensuring capacity development supports high standards in the sector.
- Provide input and support for funding proposals, partnerships, and sustainability strategies related to capacity development.

Monitoring/Reporting

- Contribute to IDEA's monitoring and evaluation, providing reports, data and updates for donor reporting, and maintaining records.

External Engagement

- Represent IDEA, as required, in national and international forums, ensuring the organisation remains a key player in global discussions on GCE.

Other responsibilities

- Acting as staff liaison with relevant IDEA working group(s).
- Contributing to IDEA team planning, strategy and information sharing.
- Contribute to development of funding applications, as required.
- Undertaking any training or professional development as required.
- Undertaking any other duties and responsibilities which are consistent with the role.

Key Competencies

Essential

- Minimum of 3 years' experience in a similar role, with evidence of proven leadership and skills.
- Proven ability to design, organise, and deliver in-person and online events, including training, workshops, and larger-scale events such as conferences in Ireland and/or internationally.
- Proven ability to think strategically and develop effective responses to a changing socio-political environment.
- Understanding and knowledge of global social justice, sustainable development, and global citizenship.
- Strong organisational skills and attention to detail, with the ability to multitask.
- Ability to plan effectively, prioritise, and deliver clear and focused workplans, while allowing flexibility for matters arising.
- Experience delivering projects on time and within budget, with financial and budget management skills.
- Experience of building and maintaining good working relationships with members, stakeholders, external consultants, and civil society organisations in Ireland and internationally.
- Experience in monitoring, evaluation, and reporting (monthly, quarterly, and annual).
- Ability to work effectively both independently and as part of a collaborative team.
- Ability to exercise discretion and maintain confidentiality when required.
- Strong stakeholder engagement, facilitation, communication, and presentation skills.
- A genuine commitment to IDEA's vision, mission, and the values of Development/Global Citizenship Education.
- Understanding of and interest in Development/Global Citizenship Education.
- Knowledge and understanding of Irish civil society.

Desirable

- Relevant academic qualification/s.
- Experience working with NGOs, civil society, and/or education sectors.

- Experience of membership organisations, networks, and working collaboratively with members.
- Experience of working with European partners (e.g. via Erasmus+ or similar programmes).
- Training or academic study in Development/Global Citizenship Education.

IDEA's Safeguarding Policies

IDEA is committed to creating a safe and healthy environment for any children/young people with whom we might work and to ensuring their safety and welfare at all times. Child safeguarding and child protection is everyone's responsibility. All staff are expected to commit to and implement our safeguarding approach including the policies on our website [here](#).

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/ Global Citizenship Education in Ireland. We represent over 100 members involved in the practice, promotion and advancement of Development/ Global Citizenship Education in formal, non-formal and informal settings. Together we work to strengthen Development/ Global Citizenship Education in Ireland and to raise awareness of the crucial role it plays in achieving an equal, just and sustainable future. **For more information, please visit our website www.ideaonline.ie**

About Development Education (or 'Global Citizenship Education')

Development/ Global Citizenship Education is an educational process which enables people to understand the world around them and to act to transform it. Development Education (DE) works to tackle the root causes of injustice and inequality, globally and locally to create a more just and sustainable future for everyone. In Ireland it is practised by a range of actors, from International Development NGOs, to Domestic NGOs, to Educational Organisations, and Individuals. It takes place across a wide range of formal, non-formal and informal settings, and involves learners of all ages. Development Education, Global Citizenship Education, Education for Sustainable Development are all terms used by our members depending on the nature of their work or their areas of specialism.