



Job Specification Advocacy Officer

Job Title:	Advocacy Officer
Organisation:	Irish Development Education Association (IDEA)
Reporting to:	IDEA Director
Contract type:	Fixed term contract until September 30th, 2020, subject to ongoing funding, with the possibility of extension.
Purpose of the role:	To coordinate IDEA advocacy for Development Education in Ireland and internationally, including advocacy elements of Bridge 47: Building Global Citizenship. This is a varied role requiring good organisation and multi-tasking skills, as well as excellent interpersonal skills and advocacy experience.
Location of the post:	IDEA Office, 6 Gardiner Row, Dublin 1
Starting date:	May 2018
Hours of Work:	3 days per week (some flexibility may be required, such as evening/weekend work)
Remuneration:	€40,431 - €42,893 pro rata, depending on experience

Application Process: Letter of motivation (max. 2 pages) and CVs should be sent by email to: recruitment@ideasonline.ie with the job title in the subject line. All applications will be dealt with in full confidentiality. Candidates invited for interview will be informed by 13th April. Interviews are expected to be held during the week beginning 16th April. For more information about IDEA, please see our website www.ideasonline.ie

Deadline for applications: 1pm Monday 9th April, 2018

Job Description: Advocacy Officer

Key Duties & Responsibilities:

- Implementation & coordination of IDEA policy and advocacy work including:
 - Influence national, European, international and intergovernmental policymakers to integrate Development Education into their strategies and policies.
 - Support IDEA members to engage in the policy-making process, including working together to develop policy positions.
 - Advocate for increased investment and strategic support for Development Education.
 - Support Bridge 47 advocacy strategy with a particular focus on Global Citizenship Education and the Sustainable Development Goals.

- Contribute to Bridge 47 Advocacy team as Irish national officer for advocacy and lead coordination between Bridge 47 and advocacy in Ireland.
- Engage educational bodies and other relevant organisations to integrate Development Education into their strategies and practices.
- Identify and nurture new constituencies to enable IDEA members to expand the reach of Development Education. Working in close collaboration with the Bridge 47 National Officer, seek and develop impactful advocacy partnership opportunities.
- Contributing to IDEA monitoring and evaluation, providing reports, data and updates for donor reporting, and maintaining records.
- Representing IDEA in relation to policy and advocacy activity, managing relevant external relationships.
- Communicating with IDEA members and stakeholders to build awareness of IDEA's policy and advocacy work.
- Contributing to financial and cash flow control and monitoring of advocacy activities.

Other responsibilities

- Contributing to IDEA team planning, strategy setting, and information sharing.
- Participating in shared activities such as the design and delivery of the IDEA Conference.
- Fundraising for policy and advocacy activities, as required, and working with the Director and team on relevant IDEA fundraising.
- Undertaking any training or professional development as required.
- Undertaking any other duties that may be required within the job title.

Person specification:

Essential

- Minimum of 3 years' experience of policy and advocacy in Ireland and/or European/international context.
- Experience of developing policy positions and effective messaging, including consultation and liaison with members and/or stakeholders.
- Experience of advocacy with policy makers and other relevant sectors.
- Knowledge of and commitment to the values of Development Education / Global Citizenship Education.
- Excellent advocacy, communications, networking skills and strategic thinking.
- Excellent and proven organisational skills and high attention to detail in managing a diverse and demanding workload.
- Experience in delivering projects 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.
- A commitment to IDEA's mission and vision statement and an appreciation of working in a membership organisation.



- Ability to work in a multicultural context and availability to travel in European countries.

Desirable

- Knowledge and understanding of Irish policy processes and of relevant European and international processes.
- Experience working in the NGO or education sectors an advantage.
- A keen interest in, understanding and knowledge of social justice, sustainable development and global citizenship.
- Knowledge and understanding of Irish and European civil society and/or of sectors IDEA will partner with eg. academia, state bodies, private sector.
- Knowledge of the Sustainable Development Goals.
- Experience of membership organisations and/or networks or equivalent.
- Ability to establish good working relations with several players and stakeholders.

IDEA is an Equal Opportunities Employer

About IDEA

IDEA, the Irish Development Education Association, is the national network for Development Education in Ireland. We represent over 70 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

About Bridge 47: Building Global Citizenship

The overall objective of the project is that global civil society is mobilised to contribute effectively to global justice and eradication of poverty through global citizenship. In order to contribute to the overall goal and respond to these needs, *the Bridge 47 – Building Global Citizenship* project will have four outcomes:

1. Bridge 47 network: A vibrant global coalition in support of global citizenship is set up with the increased capacity of European Global Citizenship Education civil society organisations (CSOs) to network with global partners.

2. Advocacy at national, EU and global level: The essential role of Global Citizenship Education in delivering the SDGs is reflected in national, European and UN policies and implementation plans.

3. Development of partnerships: Global Citizenship Education is understood and practiced in partnerships between CSOs and researchers, policy makers, private sector, and military/police sectors. The project will develop three categories of partnerships:

- Exploratory Partnerships bring together civil society with actors with actors who have not previously engaged in Global Citizenship Education.
- Advocacy Partnerships bring together civil society with policy makers and state institutions
- Knowledge Partnerships bring together research organisations with civil society organisations.

4. Capacity development and innovation: Opportunities for European CSOs to develop and use new and innovative approaches for Global Citizenship Education are significantly increased.