



## Job Specification: Partnerships Coordinator

<b>Job Title:</b>	Partnerships Coordinator
<b>Organisation:</b>	Irish Development Education Association (IDEA)
<b>Reporting to:</b>	IDEA Director
<b>Contract type:</b>	Fixed term contract until September 30th, 2020, subject to ongoing funding.
<b>Purpose of the role:</b>	To coordinate the partnerships programme 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 project management experience.
<b>Location of the post:</b>	IDEA Office, 6 Gardiner Row, Dublin 1
<b>Starting date:</b>	January 2018
<b>Hours of Work:</b>	5 days per week (some flexibility may be required, such as evening/weekend work)
<b>Remuneration:</b>	€42,718 – €48,079 Depending on experience

**Application Process:** Letter of motivation (max. 2 pages) and CVs should be sent by email to: [recruitment@ideasonline.ie](mailto:recruitment@ideasonline.ie) All applications will be dealt with in full confidentiality. Candidates invited for interview will be informed by 29th November. Interviews are expected to be held during the week of December 4th. For more information about IDEA, please see our website [www.ideasonline.ie](http://www.ideasonline.ie)

**Deadline for applications:** 5.00pm, Monday 20th November, 2017

### Job Description: Partnerships Coordinator

#### Key Duties & Responsibilities:

##### **Partnerships Programme**

- Development of Partnerships programme plan for Bridge 47: Building Global Citizenship, in consultation with project partners across 12 countries, to ensure delivery of exploratory partnerships, advocacy partnerships and knowledge partnerships
- Development of 3-year strategic workplan based on Partnerships aspects of the Bridge 47 Project proposal, budget and logframe already agreed with the European Commission, in consultation with project partners

- Implementation and coordination of Bridge 47 Partnerships activities including:
  - Development of more than 16 partnerships that create new approaches to Development Education / Global Citizenship Education
  - Coordination of project activities delivered by project partners in up to 12 countries
  - Monitoring and Evaluation, including coordination of external evaluations, to capture key learning from this partnership approach
  - Compiling and sharing learning from multiple partnerships with stakeholders and the wider public
- Coordination and supervision of Partnerships programme work by staff across the project partners. Team leader for Partnerships staff located across project partner countries.
- Financial and cash flow control, and monitoring of Bridge 47 Partnerships budget, supported by and reporting to Bridge 47 Financial Controller
- Contributing to project monitoring and evaluation, providing reports, data and updates for donor reporting, and maintaining records.
- Contributing to project planning and management. Reporting to Project Manager, contributing to Project team, and providing financial and narrative reports
- Representing the Bridge 47 project in relation to Partnerships activity, managing significant external relationships, working with the Project Officer to initiate and develop partnerships in Ireland
- Communicating with IDEA members and working with IDEA staff to incorporate Partnerships learning in our programmes, focussing on:
  - articulating and sharing successes and learning from partnership projects
  - articulating the benefits of partnership within Development Education

#### **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 Partnership activities, as required, and working with the Director and team on relevant IDEA fundraising
- Support the Director, as needed, in liaison with stakeholders
- 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 project coordination preferably of European/international projects
- Experience in coordinating project staff and managing financial resources



- Experience of working on partnerships and/or developing new partnerships
- Knowledge of and commitment to the values of Global Citizenship Education / Development Education
- Excellent communications and networking skills
- Experience of consultation and liaison with partners and/or stakeholders
- Ability to manage varied tasks simultaneously, working effectively as a team member and on own initiative
- Excellent and proven organisational skills and high attention to detail in managing a diverse and demanding workload, coordinating and carrying out multi-faceted activities
- Problem solving capacity, and facilitation skills
- Excellent written and verbal communication skills
- 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

### **Desirable**

- Experience as a lead partner or project partner with EU funded or similar programmes
- 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 sectors Bridge 47 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 the several players and stakeholders
- Ability to work in a multicultural context
- Availability to travel in European countries

***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](http://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.

Global Citizenship Education (GCE) supports the development of a deep and comprehensive understanding of the interdependent nature of the world and its citizens, the basis on which informed actions, sustainable consumption and coherent policies for a more equal world can be built. To really have a transformative impact, GCE must break out from the circle of educators, involve new stakeholders and be fully recognized as an essential tool also among policy makers (civil servants, politicians and other state and super-state actors). In order for this to happen, the capacity of civil society needs to be developed to find new partners and innovative ways of working. Civil society and other GCE actors also need a space to maintain these partnerships as well as for dissemination of best practices, sharing of information and coordination of joint advocacy efforts for global justice and eradication of poverty.

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 CSOs to network with global partners

2. *Advocacy at national, EU and global level*: The essential role of GCE 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

The project Consortium consist of two global networks (CIVICUS and ICAE), three national development education networks (in France, Ireland and Scotland), six national CSO platforms (in Bulgaria, Estonia, Finland, Germany, Slovakia and Slovenia), four organisations active in GCE (in Cyprus, Denmark, Latvia and Serbia), and a European research network (EADI).