



Job Specification: Partnerships Coordinator

Job Title:	Partnerships Coordinator
Organisation:	Irish Development Education Association (IDEA)
Reporting to:	IDEA Director
Contract type:	Fixed term contract until September 30th, 2020, subject to ongoing funding.
Purpose of the role:	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.
Location of the post:	IDEA Office, 6 Gardiner Row, Dublin 1
Starting date:	January 2019
Hours of Work:	5 days per week (some flexibility may be required, such as evening/weekend work)
Remuneration:	Depending on experience

Application Process: Letter of motivation (max. 2 pages) and CVs should be sent by email to: recruitment@ideasonline.ie All applications will be dealt with in full confidentiality. Interviews are expected to be held during December 19th & 20th. For more information about IDEA, please see our website www.ideasonline.ie

Deadline for applications: 5.00pm, Tuesday 17th December, 2019

Job Description: Partnerships Coordinator

Key Duties & Responsibilities:

Partnerships Programme

- Coordination of Partnerships programme workplanning for Bridge 47, in consultation with project partners across 12 countries, to ensure delivery of exploratory partnerships, advocacy partnerships and knowledge exchange partnerships
- Ensuring the implementation of Bridge 47 Partnerships activities including:
 - Coordination 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
- Communicating and disseminating 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 Coordinator and Financial Coordinator
- Contributing to project monitoring and evaluation, providing reports, data and updates for donor reporting and board reporting and maintaining records.
- Contributing to project planning and management. Reporting to Project Manager, contributing to Project Coordination team, and providing financial and narrative reports
- Representing the Bridge 47 project in relation to Partnerships activity, managing significant external relationships, working with the National 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
- Excellent communications and networking skills, including written and verbal communication skills
- Experience of consultation and liaison with partners and/or stakeholders



- Knowledge of and commitment to the values of Global Citizenship Education / Development Education
- 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
- 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 of sectors Bridge 47 partners 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

About Bridge 47:

Bridge 47 is an EU-funded project, with IDEA as a key partner alongside 14 other European civil society organisations. The project aims at mobilising global civil society to effectively contribute to global justice and the eradication of poverty. With a strong focus on advocacy efforts and building new partnerships, Bridge 47 empowers civil



society to develop new and effective approaches to reaching out to new stakeholders and provides them with tools to promote and act upon Global Citizenship Education (also known as Development Education). Bridge 47 works to promote transformative change in people's behaviour, attitudes and values.

For more information, please visit our website: www.bridge47.org