

## **Job Description**

### **Dóchas Project Coordinator for European Year for Development**

Position: Project Coordinator for European Year for Development  
Appointed by: Director  
Reports to: Director

#### **Position Summary:**

The Project Coordinator is responsible for the implementation and reporting of Dóchas' communication, coordination and awareness-raising activities during the European Year for Development (1 January – 31 December 2015) within the framework of the organisation's strategic plan and current action plan.

The Project Coordinator reports to the Director of Dóchas and, in close cooperation with other staff, supports the work of the Dóchas EYD Task Group and other Dóchas Working Groups in so far as relevant to the Dóchas EYD programme of work.

#### **Purpose of the position:**

To implement Dóchas' communication, coordination and awareness-raising activities in relation to the 2015 European Year for Development (EYD).

#### **Main Responsibilities:**

##### 1. Programme Management

Goal: Ensuring the smooth operation and the ultimate success of the Dóchas' EYD project, by managing the entire work programme as agreed with Dóchas members and other programme partners.

Specific tasks in this respect will include:

- Responsibility for ensuring the implementation of EYD2015 activities according to the contract signed with the EC.
- Ensuring full compliance with all reporting requirements associated with the project, and with the financial support from the European Commission and Irish Aid.
- Maintaining and continuously updating a project timetable and project activities list.
- Organising meetings, workshops, conferences and lobby/awareness-raising events as well as research projects in the context of the EYD project.
- Managing, in close cooperation with the Office Manager, the financial accounting and planning of the project.
- Responsibility for the Monitoring and Evaluation of the project.

##### 2. Coordination

Goal: Ensuring the active participation in the EYD project of a wide range of organisations to reach target audiences with the project's key messages and objectives.

Specific tasks in this respect will include:

- Encouraging the involvement of the Dóchas membership in the EYD project.

- Servicing meetings of the Dóchas EYD Task Group, including the organisation of, and reporting on, meetings of the group.
- Servicing meetings of the Dóchas EYD Network Board, including the organisation of, and reporting on, meetings of the board.
- Working with the Dóchas EYD Communications Officer to devise appropriate mechanisms to ensure the timely flow of relevant information about the project to the Dóchas membership and other participating organisations.
- Coordinating the support from the President of Ireland's Ethics Initiative.

### 3. Public Engagement and capacity building

Goal: Ensuring the delivery of Dóchas' EYD project's overall objective of changing public discourse, by delivering a series of high-quality events and services aimed at changing public communications on global development.

Specific tasks in this respect will include:

- Implementing the Dóchas "World's Best News" strategy and managing the regular production of high quality, Code of Conduct compliant stories for publication in the online and hard copy versions of the World's Best News.
- Developing and delivering a programme of work supporting Dóchas member NGOs in the strengthening of their public communications capacity, including through workshops, training and round table meetings.
- Identifying and collating information on policies and initiatives which are of interest to the Dóchas EYD project and the European Year for Development more broadly, including global discussions on the post-2015 framework, and to inform appropriate staff in the member agencies.

### 4. Technical input

Goal: Ensuring that Global Development messaging is included in ongoing National engagement processes such as the people's conversation.

Specific tasks in this respect will include:

- Liaising with, and encouraging the active participation of other project partners, including The Wheel, Beyond 2015, the Irish Government, the Institute of International & European Affairs (IIEA), European Commission and others, with a view to maximising collaborative ways of working and concerted action – and expanding the range of programme partners.
- Developing material and providing technical input as needed.
- Providing practical support to participating NGOs, and other organisations, wishing to host public events or initiatives under the broader banner of the European Year for Development.

### 5. Other Responsibilities

- To plan, coordinate, organise and report on events organised in the context of the EYD project.
- To undertake any other reasonable duty commensurate with this post or the work of Dóchas in relation to the EU, as identified by the Director.
- To travel in Ireland and abroad as required.

### **Miscellaneous**

The Position is for a limited duration only: 14 months, starting in January 2015.

The Position is dependent on funding becoming available. Funding is being sought from the European Union and from Irish Aid.