



**Job Description**  
**Debt and Development Coalition Ireland (DDCI)**  
**Acting Coordinator (Maternity Cover)**

The Debt and Development Coalition Ireland (DDCI) is seeking to recruit a dynamic Acting Co-ordinator. The successful candidate will have excellent leadership skills to drive forward the delivery of DDCI's high quality policy, education and campaigning agenda, and to work to ensure DDCI's financial sustainability into the future. The person will have exceptional organisational coordination skills, in addition to a deep commitment to local and global economic justice work.

**The role:**

The Acting Coordinator position is an exciting, challenging and multi-disciplinary role that will involve:

- Delivering Year 3 of DDCI's 3 year strategic plan (2012-15);
- Providing strategic management and support to staff;
- Delivering, and developing further, DDCI's challenging fundraising agenda;
- Actively participating in DDCI's policy and education work;
- Ensuring full accountability to, and involvement of, DDCI members in the development and implementation of the organisations work plans.

**DDCI recognises that the responsibilities involved in this role are multi-faceted. In order to encourage talented candidates to apply, DDCI will positively consider candidates who display exceptional skills in certain areas of responsibility such as in the area of 'fundraising and financial management' or in the area of 'policy, campaigning and education' in particular, once they also display the minimum requirements for the remaining areas of responsibility.**

**Main Responsibilities:**

<b><i>Organisational Management:</i></b>	<b><i>Time</i></b>
<ul style="list-style-type: none"> <li>• Chief strategist and advisor to the DDCI board, including preparation of management reports and presentations for the board</li> <li>• Responsible for coordinating and supporting the DDCI staff in delivering each work programme area</li> <li>• Responsible for staff welfare, operational supervision, professional development, appraisal and ensuring compliance with employment law and best practice</li> </ul>	20%
<b><i>Fundraising and financial management:</i></b>	<b><i>Time</i></b>
<ul style="list-style-type: none"> <li>• Delivering at least 6 funding proposals and reports per year to DDCI's institutional donors</li> <li>• Pursuing a renewed round of EC funding (to start from 2016) and funding streams from a new set of institutional donors to DDCI</li> <li>• Introducing new elements to DDCI's fundraising strategy with particular emphasis on new fundraising approaches</li> <li>• Compiling the organisational budget and overseeing the management of DDCI's finances and ensuring accurate reporting of same to members, the DDCI board and funders</li> </ul>	25%
<b><i>Policy, Campaigning and Education:</i></b>	
<ul style="list-style-type: none"> <li>• Provision of support to staff in delivering the collective policy, campaigning and education programmes of the organisation including, signing off on policy, publications and developing campaigning strategy with staff</li> <li>• Pursuing 1 area of policy analysis as part of the organisation's policy work plan</li> <li>• Engaging in promotion of DDCI's policy positions through direct engagement with decision-makers at national, EU and multi-lateral levels</li> <li>• Delivering part of DDCI's popular education programme in collaboration with staff when needed</li> </ul>	30%
<b><i>Communication and representation:</i></b>	
<ul style="list-style-type: none"> <li>• Representing the organisation in the media as the chief organisational spokesperson</li> <li>• Ensuring DDCI maintains close and productive working relationships with local and international allies</li> <li>• Building the image, profile and reputation of DDCI amongst funders, target groups, and like-minded organisations at home and internationally</li> </ul>	20%

<b>Other responsibilities:</b>	
<ul style="list-style-type: none"> <li>• Carrying out any other relevant duties, which may be assigned from time to time by the DDCI board</li> <li>• Traveling in Ireland and internationally as required</li> <li>• Occasionally working outside office hours, where time in lieu will be granted</li> </ul>	5%

**Essential Experience:**

*Educational Qualifications*

- Bachelors degree level qualification in a relevant social science discipline

*Leadership and Management:*

At least 2 years experience in:

- Organisational management - including financial management, fundraising and support of staff.

And / or:

- A proven record in leading a policy or campaigning project in the area of global economic justice.

*Fundraising and financial management:*

- Proven experience in securing funding, particularly in relation to state, EU and relevant donor organisations.

*Policy Analysis:*

- Development of policy documents to a publishing standard.

*Representation:*

- Experience in a representative role; experience of speaking to the media and lobbying and/or public campaigning.

**Essential Skills**

- Excellent understanding of the dynamics of a membership organisation and of how to harness the potential of members.
- Excellent written and oral communication skills, including an understanding of how to undertake strategic communication from a media and campaigning perspective.
- Strong facilitation skills toward a range of diverse audiences.
- A strong analytical understanding of international development and justice issues.
- Self-motivation and initiative.
- Fluent spoken English and written English to a very high standard.
- Fully computer literate.

**Desirable experience:**

- Post-graduate qualification in a relevant social science discipline.

- Research and analysis skills on international debt, international financial institutions and/or international taxation issues.
- Leadership in international activism through campaigning and advocacy.
- Participatory education work.
- Experience of working in a country of the Global South and/or working with campaigning organisations from the Global South.

**Desirable skills:**

- Ability to speak Spanish, French or Irish.

**Accountability:**

- The Acting Coordinator will report to the chairperson of the DDCI board.

**Location of position:**

Dublin

**Salary:**

The salary scale of the Acting Coordinator is € 45,000 - € 49,642 pro rata.

This post is an 4 day per week post.

**Start date:**

Ideally, 28<sup>th</sup> October 2014. If this is not possible the 3<sup>rd</sup> of November 2014 is also acceptable.

This is a maternity cover post for 6 months (with a potential extension to up to 10 months in total).

**Applications:**

Please submit a cover letter that outlines how you meet the criteria for this post, along with your CV, by email to [recruitment@debtireland.org](mailto:recruitment@debtireland.org) by Friday 22<sup>nd</sup> August. Interviews will take place in early September 2014.

**About Debt and Development Coalition Ireland**

- DDCI currently employs: a Coordinator, Policy and Outreach Officer, a Campaigns and Outreach Support Officer and a freelance accountant.
- DDCI's budget for 2015 is approx. € 160,000.
- DDCI has a supporter base of 54 member organisations.

**DDCI's Mission 2012-2015**

**Our Role**

DDCI seeks to empower people in Ireland to take informed action for greater economic justice in Ireland and in the Global South.

**What We Want**

We want to challenge unjust power that perpetuates exploitation of people. Specifically, we want cancellation of unjust debts in Ireland and in the Global South

where citizens are paying for debts they are not responsible for, and international tax justice so that companies and people pay their fair share of tax to society.

### **How We Will Achieve It**

We are a public education and activism network. We will carry out strong analysis and create debate on these issues with the public and among decision makers and the media. Most importantly, we will support our members and interested people in deepening their understanding of the issues we work on, and in providing creative opportunities for members to engage in informed public activism.

### **DDCI Values and Approach**

DDCI is guided by a core set of values and a particular approach to our work. DDCI:

- Challenges unjust power in global relationships
- Works in solidarity with like-minded groups in the Global South
- Seeks justice and equality between people in the Global North and South
- Takes an action orientated and participatory approach in our work
- Strives to be an inclusive and diverse organisation seeking involvement in our work of people from a variety of class, gender, Global North-Global South and urban-rural backgrounds
- Recognises the interconnected nature of local and global injustice. We believe that working for economic justice for people in Ireland is a demand of justice that is mutually reinforcing and complementary with our Southern economic justice work.

DDCI's Strategic Plan can be found at [http://www.debtireland.org/download/pdf/ddci\\_strategic\\_plan.pdf](http://www.debtireland.org/download/pdf/ddci_strategic_plan.pdf)