



ChangeMakers Project Co-Ordinator (P/T – 17.5 hours per week)

Introduction

In line with our commitments to good governance, to growing as a responsive organisation and to our duty of care to clients, staff and volunteers, Inishowen Development Partnership is recruiting for ChangeMakers Development Education Project Co-Ordinator as part of our growing and diverse team. This post is part of our Changemakers programme, delivered in partnership with Self-Help Africa, Donegal ETB and Trócaire. The project is funded by Irish Aid. It is a part time post equivalent to 17.5 hours per week.

Main purpose of job: The role of the ChangeMakers Project Co-Ordinator is a development education role within IDP as part of the ChangeMakers project. IDP in collaboration with Self Help Africa, Donegal ETB and Trócaire, deliver this project focused on a programme of Training, Education and Awareness of Development Education, the Sustainable Development Goals, and human rights working within a community development approach and across the community and voluntary sector, as well as adult and community education in County Donegal.

The ChangeMakers Project Co-Ordinator, as part of the Buncrana IDP team, reporting to the IDP Joint CEO, will be working with the Development Education Project Worker and be guided by the Steering Group. We endeavour to support a remote working arrangement for this post.

The ChangeMakers Project Co-Ordinator's duties:

- Support the longer-term strategic development of IDP and its Development Education work
- Explore new collaboration and opportunities within Donegal, on a cross border basis, nationally and internationally, to share learning and experience, and identify projects that align with project and organisational objectives.
- Investigate opportunities to embed Development Education principles and practice within wider adult education curricula ensuring a global dimension
- Research and identify new engagement and participation opportunities aligned to the project activities
- Support the recruitment of participants for all project activities
- Development of innovative, relevant, quality materials for use in effective and efficient delivery of the project aims
- Support the sustainability and engagement of the ChangeMakers facilitator/tutor panel
- Update job knowledge by participating in educational opportunities in tandem with reading professional publications and current developments
- Promote all project activities through a range of communications channels across the County and more widely as required ensuring the project maintains and continuously improves its online and social media presence
- Represent the project and Steering Group and partner organisations where appropriate, at policy making fora, conferences and in the media where appropriate to meet project objectives including attending local, regional and national meetings/events with partners,

collaborators and other organisations active in, and supportive of the Adult and Community Education Development Education Sector

- Provide regular updates on project progress through the established ChangeMakers project management mechanisms and channels and develop opportunities for new outreach mechanisms.
- Work alongside teams within IDP to establish and respond to emerging needs in the sector and other work as assigned by the Joint CEO of IDP and CM Steering Group.
- Ensure that confidentiality is maintained at all times

Person Specifications:

This role will require a wide range of abilities and skills including: -

- Commitment to and understanding of working within a community organisation in an inclusive manner
- High motivation, positive disposition and flexible attitude in response to organisational change and development
- Methodical and diligent with outstanding planning abilities
- Ability to write comprehensive reports with a sharp attention to detail
- A team player
- Strong verbal and written communication skills
- Experience and knowledge of: -
 - Development Education
 - Adult and Community Education
 - Community, Local Development, Development Education and Social Inclusion
 - Reporting procedures and record keeping

	Essential	Desirable
Knowledge and Skills		
<ul style="list-style-type: none"> • QQI Level 8 in relevant third level qualification - Social Sciences, Data Analytics, Research Methods, Social Policy, Business Administration, Community Development or a related field • A Masters level qualification in a relevant subject is a plus • Knowledge and experience of the community and voluntary sector, ideally 3+ years • Knowledge of socio-economic and demographic trends in the Donegal area • Excellent organisational skills, including the capacity to manage complex tasks, work independently and work to deadlines • Strong IT skills and ability to present data in a range of formats and to various audience • Experience of developing the online educational platform experience for participants. 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓
Experience		
<ul style="list-style-type: none"> • At least 3 years development education experience and solid understanding of the global context and the SDGs. • At least 3 years community development experience. • Experience of facilitating consultation and feedback sessions with diverse groups • Experience of writing documents, in an accessible format, to publication standard • Experience of training delivery and support 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓

Competencies		
<ul style="list-style-type: none"> • <u>Adaptable and Responsive</u> – pays attention to detail and searches for solutions • Demonstrate good IT skills and experience in Media and Social Media across all platforms • <u>Collaborative</u> Develops positive relationships with others internally and externally to achieve goals Shares information effectively and frequently • <u>Leadership</u> Provides feedback and encouragement to others and supports problem solving Implements suggestions for improvement and takes accountability for own performance • <u>Communication</u> Excellent verbal and written communication skills • <u>Planning and Innovation</u> Identifies clients and stakeholder needs and develop ideas on how to meet them 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	
<ul style="list-style-type: none"> • A full current clean driving licence and access to a car is essential • Evening and/or weekend work may be required 	<ul style="list-style-type: none"> ✓ 	

How to Apply: Applications on IDP's official application form accompanied by an up to date CV to enquiries@inishowen.ie stating clearly that it relates to the 'ChangeMakers Project Co-Ordinator' role. Only those who complete the official application form and attach their CV will be considered for the position.

Closing date for applications: **Tuesday April 13th at 12 noon.**

All applicants should note that the proposed interview date is week beginning April 19th 2021.

Interviews will be held via Zoom.

Salary scale for this position is €34,939 pro rata.

Inishowen Development Partnership is an equal opportunities employer and welcomes applications from all sections of society.

The appointment is subject to normal recruitment procedures including Garda/Police Vetting.



The Social Inclusion and Community Activation Programme (SICAP) 2018-2022 is funded by the Irish Government through the Department of Rural and Community Development and co-funded by the European Social Fund under the Programme for Employability, Inclusion and Learning (PEIL) 2014-2020"



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