

# **Consultancy for Acting Director**

## **Terms of Reference**



### **1. About Financial Justice Ireland (FJI)**

FJI (formerly Debt and Development Coalition Ireland) is a global financial justice organisation. We work to see a fair and just society for everyone, and a financial system that serves the needs of all people, rather than just some people, and which does not take the planet for granted. We seek to empower people in Ireland to take informed action for greater economic justice in Ireland and in the Global South. We critically engage people to understand the structural causes of global inequality and power relations. Tackling inequality and achieving a fairer society requires critiquing power structures in our society and globally - highlighting the causes of inequality, rather than the symptoms.

### **2. Purpose of Consultancy**

This consultancy will support FJI to deliver high-quality critical development education across Ireland about global financial justice, in the adult informal, formal post-primary and further education sectors. The consultant will also drive forward the delivery of FJI's policy and campaigning agenda, and work to ensure organisational management and FJI's financial sustainability into the future. The consultant should have excellent leadership skills and exceptional organisational coordination skills, and a deep commitment to local and global economic justice work.

### **3. Deliverables**

The consultant shall provide to FJI, and FJI shall acquire and pay for the following deliverables.

- 3.1 Donor management, including finalising outstanding donor reports, and finalising applications
- 3.2 Budgetary management, including the allocation of income across activities, and the tracking of income and expenditure for donor reports, board reports and external audits
- 3.3 Staff management, including the coordination and support of FJI staff and consultants to ensure all programme activities and outputs are achieved
- 3.4 Financial management, including overseeing payroll, processing of invoices and upkeep of financial databases
- 3.5 Recruitment management, including a process for employing new staff for future programmes and organisational management
- 3.6 Board reporting, including timely meetings and reports across all board and sub-committee groups

#### **4. Location, Timescale and Remuneration**

- 4.1 The consultant shall be expected to provide the services in Ireland. The consultant can work from home but may, on occasion, be required to work from FJI offices in Dublin. Travel outside of Ireland might be required
- 4.2 We require for this consultancy to begin by no later than the 2<sup>nd</sup> May 2022. The consultancy will end on 4th July 2022
- 4.3 We expect that this consultancy will require 4 days' work per week, with an overall total budget of €9,450

#### **5. Safeguarding and Protecting Children and Vulnerable Adults**

This consultant warrants that, in relation to all activities in connection with the consultancy, the consultant will comply with all legislation and statutory guidance relevant to the safeguarding and protection of children and vulnerable adults (including the UN Convention on the Rights of the Child), and with FJI's Safeguarding of Children and Vulnerable Adults policy.

#### **6. Other Obligations**

The consultant is self-employed, and thus responsible for insurance requirements and paying any income tax in accordance with Irish legislation.

## **7. Criteria**

The consultant must have the following.

- 7.1 Excellent donor management skills, including experience of managing institutional donors and European funders
- 7.2 Excellent leadership skills, and exceptional organisational coordination skills
- 7.3 Excellent budgetary management skills, and experience in results-based management
- 7.4 A postgraduate qualification in a relevant discipline
- 7.5 A proven track record in programme management, team management and financial management
- 7.6 Excellent written and communication skills
- 7.7 A deep understanding of development education, and strong facilitation skills
- 7.8 Experience of working in international development, development education and/or humanitarian work, with a deep commitment to local and global economic justice work
- 7.9 IT and computer literate, with strong analytical and reporting skills

## **8. Applications**

Please submit a cover letter that outlines how you meet the criteria for this post, along with your CV, by email to [caroline@financialjustice.ie](mailto:caroline@financialjustice.ie) by Friday 22<sup>nd</sup> April 2022.