

Job Description

Debt and Development Coalition Ireland (DDCI)

Acting Director (Maternity Cover)

The Debt and Development Coalition Ireland (DDCI) is seeking to recruit a dynamic Acting Director. 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. They will have exceptional organisational coordination skills, and a deep commitment to local and global economic justice work.

DDCI is open to the role being a secondment opportunity.

The role:

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

- Overseeing and implementing year 2 of DDCI's three-year EC project, Citizens for Financial Justice – more information available at www.citizensforfinancialjustice.com
- Overseeing and contributing to the implementation of DDCI's Annual Irish Aid Project and WorldWiseGlobal Schools project
- Implementing DDCI's strategic plan
- Providing strategic management and support to staff
- Delivering and developing DDCI's fundraising agenda
- Actively participating in DDCI's policy and education work
- Ensuring full involvement of DDCI members in DDCI's work plans

Main Responsibilities

Organisational Management

- Chief strategist and advisor to the DDCI board, including preparation of management reports and presentations for the board
- Responsible for coordinating and supporting the DDCI staff in delivering each work programme area
- Responsible for staff welfare, operational supervision, professional development, appraisal and ensuring compliance with employment law and best practice

Fundraising, Financial Management and grant compliance :

- Delivering funding proposals and reports per year to DDCI's institutional donors
- Pursuing new funding streams and approaches
- Compiling the organisational budget and overseeing the management of DDCI's finances and ensuring accurate reporting of same to members, the board and funders

Policy, Campaigning and Education

- 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
- Pursuing policy analysis as part of the organisation's work plan

- Engaging in promotion of DDCI's policy positions through direct engagement with decision-makers at national, EU and multi-lateral levels
- Delivering DDCI's popular education programme in collaboration with staff

Communication and representation

- Representing the organisation in the media as the chief organisational spokesperson
- Ensuring DDCI maintains close and productive working relationships with local and international allies
- Building the image, profile and reputation of DDCI amongst funders, target groups, and like-minded organisations at home and internationally

Other responsibilities:

- Carrying out any other relevant duties which may be assigned from time to time by the board
- Traveling in Ireland and internationally as required
- Occasionally working outside office hours, where time in lieu will be granted

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 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 Director will report to the chairperson of the DDCI board

Location of Position: Dublin

Salary: The salary scale of the Acting Director is € 45,000 – 49,642 pro rata. This post is a 4 day per week post.

Proposed Start date: 17th September

This is a maternity cover position for 6 months, with a potential extension of up to 11 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 campaign@debtireland.org by Wednesday 1st August. Interviews will take place in early August.

You can find out more about DDCI on our website www.debtireland.org

Please note that at our recent AGM, members voted to change DDCI's name. It is likely this will take place before this role is recruited.