



Inishowen  
Development  
Partnership

People  
Place  
Progress



## Job Description: ChangeMakers Project Co-Ordinator ( F/T)

---

As ChangeMakers Project Co-Ordinator you will be responsible for the development and delivery of the ChangeMakers work programme. The programme is currently funded to June 2022, and is subject to continuation of funding for a further three-year period. This project is a partnership between IDP, Donegal ETB, Self Help Africa, Trócaire and Concern. It is focused on a programme of Training, Education and Awareness of Development Education, Global Citizenship, the Sustainable Development Goals and Social Justice, working within a community development approach across adult and community education and with local community groups in County Donegal.

As ChangeMakers Project Co-Ordinator and as part of the Buncrana-based IDP team, you will be reporting to the Community Development and Environment Team Lead, the IDP Joint CEO, the ChangeMakers Steering Group, and will be working alongside with the Development Education Officer. We endeavour to support a remote working arrangement for this post.

You will be responsible for:

- Supporting the longer-term strategic development of IDP/Changemakers Development Education and Active Citizenship planning
- Exploring new collaborations and opportunities within Donegal, on a cross border basis, nationally and internationally, to share learning and experience, and identify initiatives that align with project and organisational objectives.
- Investigating opportunities to embed Development Education principles and practice within wider adult education curricula ensuring a global dimension as well as development of other curriculum opportunities
- Researching and identifying new engagement and participation opportunities aligned to the project activities
- Supporting 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
- Supporting the recruitment, engagement, communication, and sustainability of the ChangeMakers facilitator/tutor panel and associated administration
- Promoting 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
- Representing the project and Steering Group partner organisations at policy making fora, conferences, local, regional and national meetings/events with partners, collaborators, and in the media, where appropriate to meet project objectives
- Providing regular updates on project progress and budget management through the established ChangeMakers project management mechanisms and channels and develop opportunities for new outreach methods.
- Working alongside the team within IDP to establish and respond to emerging needs in the sector and undertaking other duties and responsibilities as may be assigned in agreement with the CEO and/or Board of Management
- Updating job knowledge by participating in CPD opportunities in tandem with reading professional publications and current developments

- Ensuring that confidentiality is maintained at all times

The applicant will have various prerequisite skills and qualifications to perform their duties effectively. These include:

- QQI Level 8 in relevant third level qualification - Social Sciences, Data Analytics, Research Methods, Social Policy, Community Development, Human Rights or a related field. (Masters level qualification is a plus)
- Sound knowledge and experience of the community and voluntary sector and at least 3 years development education experience and understanding of the global context.
- Knowledge and understanding of global citizenship, sustainable development, challenges of climate change, the SDGs, key causes of global inequalities and issues affecting the global south, while also raising awareness of injustice and poverty in Ireland using a solution focused approach
- High motivation, positive disposition, and flexible approach in response to organisational change and development
- Methodical and diligent with exceptional planning abilities
- 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, including experience in Social Media across all platforms
- Experience of developing the online educational platform experience for participants.- do we need this?
- Strong verbal and written communication skills. Ability to write comprehensive reports with a sharp attention to detail
- Experience of facilitating consultation and feedback sessions with diverse groups
- Research experience and ability to identify clients and stakeholder needs and develop ideas on how to meet them
- A team player
- A full current clean driving licence and access to a car is desirable

Please note that evening and/or weekend work may be required. Application to be made using application form accompanied by an up to date CV to [enquiries@inishowen.ie](mailto:enquiries@inishowen.ie) stating clearly that it relates to the 'ChangeMakers Project Co-Ordinator' post. Closing date for applications: **1pm on: February 17<sup>th</sup>, 2022**. Salary scale for this position is point 8 on salary scale €42,311 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.*

