



The Irish Association of Non-Governmental
Development Organisations

CONSULTANCY CONTRACT

Consultancy: Business & Events
Reports to: CEO
Location: Dublin
Date: 11 June 2019

1. Who we are

Dóchas is the association of Irish Non-Governmental Development Organisations providing a forum for consultation and co-operation between its members, and helping them to speak with a single voice on global development and justice. Our vision is a world where poverty and marginalisation are unacceptable and where every person has the right to live a life of dignity. Further information is available at www.dochas.ie.

We aim to be a vibrant network which connects, inspires and represents people and organisations working for global justice. Our key strategic priorities are: 1. To build expertise 2.. To build voice 3. To build alliances; 4. To build our network. Our funding base is currently dependent on membership fees and an Irish Aid grant.

2. Purpose & Scope

We are looking for an excellent project manager to join our small team. The primary focus of this consultancy will be to facilitate the running of our two flagship events – an annual conference (May) and an Awards ceremony (Oct) – as well as a leadership series (Sept/Oct) for our members. We aim to raise corporate sponsorship, as well as pro-actively engage our members and key stakeholders, in the design of each event. This consultancy will focus on these flagship events, managing everything from sponsorship, marketing and logistics. In addition, there will be specific projects, including the development of a marketing plan for Dóchas to attract new members.

3. Objectives

Event management

- Develop concept and design of events, in collaboration with staff and relevant members
- Develop and manage budgets for each event, ensuring cost efficiency
- Identify and manage event venues, catering and technical needs
- Identify and secure speakers and/or other creative inputs
- Liaise with external suppliers e.g. photographers, printers etc.
- Finalise and facilitate travel, accommodation and any other logistical arrangements

- Provide timely, regular and targeted information to staff and speakers
- Organise volunteers to ensure the smooth running of the event
- Manage post-event evaluation and 'lessons learned' report

Marketing and sponsorship

- Develop (and secure) corporate sponsorship for each (or all) events, with tasks including: Finalise commercial offerings; Update and strengthen sponsorship list; Develop appropriate marketing material; Update Dóchas' guidelines on corporate relationships
- Develop a marketing plan to attract new Dóchas members
- Finalise membership offering to new Dóchas members

Other projects

- Develop a stakeholder map, and identify 'new' business partnerships relevant to Dóchas' financial strategy
- Scope out the viability of a CRM system for Dóchas to allow better management of engagement with members and sponsors

4. Terms and Conditions and timeframes

This work is expected to take 30 days minimum, and 50 days maximum, with Dóchas guaranteeing the minimum annually. We are looking for a consultant who is willing to commit to this minimum number of working days, and who would be available for the peak times when the events need to be managed.

The rate is negotiable, but we normally pay in the region of €350 a day. Dóchas will not be liable for payment of PAYE, PRSI or USC in respect of this consultancy. Payment of all appropriate taxes remains the responsibility of the Consultant.

The consultant would need to be available in July to start work on the 2019 Awards, although initial planning has already started.

The consultant will work remotely but will be expected to meet regularly with the Dóchas staff lead for each event, and report to the CEO.

5. Essential Skills and Experience

- Proven track record in project management
- Proven track record in securing sponsorship or fundraising
- Excellent communication skills, with ability to work with multiple stakeholders
- Demonstrable strategic and creative approach to event management
- Highly developed written and oral communications skills
- Excellent time-keeping skills
- Excellent interpersonal and presentation skills and the ability to network, and to negotiate, manage and develop strong relationships at senior level.

6. Confidentiality and Data Protection

A normal duty of confidentiality is expected in relation to Dóchas business, both during and after this consultancy. All documents (e.g. records, reports, plans, policies, papers, files)

relating to work carried out in the course of this consultancy with Dóchas will remain the property of Dóchas at all times. You will not retain copies of such records.

You will not at any time either during the period covered by this contract or after its termination make use of or communicate to any unauthorised person/body any confidential information about Dóchas which you may have obtained during the course of this consultancy.

On termination of this contract by either party you will deliver to Dóchas all records, documents, equipment, etc in your possession or control relating in any way to your consultancy with Dóchas.

Application process

Please submit your expression of interest, expected rate, and a CV, to anna@dochas.ie by **Friday 5th July 2019**. Only shortlisted candidates will be responded to.

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