



The Irish Association of Non-Governmental
Development Organisations

Position:	Project Manager - Public Engagement Project
Duration:	Fixed-term 18 months Full-time
Reports to:	Head of Communications & Public Engagement
Location:	Dublin
Date posted:	5 February 2020
Start Date:	23 March 2020

Application process

Please send CV and cover letter outlining suitability for the role, by email, to Anna Farrell, Finance and Operations Manager, at: anna@dochas.ie. In your letter please state current remuneration (salary and benefits) and notice period.

If you wish to discuss this role, please feel free to contact Ronan Doyle, Head of Communications and Public Engagement on 01 4053801

Closing date: Wednesday 19 February 2020, close of business

Project Manager

Public Engagement Project



The Irish Association of Non-Governmental
Development Organisations

Background

Dóchas - The Irish Association of Non-Governmental Development Organisations, is a vibrant network which aims to connect, inspire and represent people and organisations working for global justice. We provide a forum for consultation and co-operation between our members, and aim 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.

We are committed to engaging Irish citizens to share and engage in the fight against global poverty, inequality and injustice. However, we know we need to seek new ways of connecting more people to the relevance of overseas aid for the Ireland of today. The Sustainable Development Goals give us a broad, aspirational vision to what can be achieved, but it hasn't been made real or relevant to Irish citizens.

We also need to be aware that public trust in charities, including International Non-Governmental Organisations (INGOs), remains low, while the media and politicians continue to critique aid-spending, with accusations of waste, poor governance, corruption and/or duplication. There is also a growing populist trend that is highly critical of the values and purpose of international development co-operation, which, particularly in an age of negative and/or fake news, could pose a huge threat.

Against this backdrop, the public engagement project has been developed by Dóchas members to help us to discover what our audiences believe about international development and why they feel this way, ultimately, we are striving towards a much deeper understanding of these audiences.

The project will then aim to find a shared collective narrative about international development, in a way that will allow us to connect creatively and genuinely with people in Ireland about its relevance and importance.

The Brief:

Dóchas is seeking the support of a project manager to deliver this exciting new public engagement project, which is being supported by Irish Aid.

The project will be guided by three goals:

- 1) Improve perceptions of and support for Ireland's overseas aid programme and the UN goal of spending 0.7% of Gross National Income (GNI) on Official Development Assistance (ODA).
- 2) Improve perceptions towards the relevance and value of international development co-operation as an expression of Irish values, community and citizenship
- 3) Improve the scale and collective narrative of our 'story' about international development in order to engage the Irish public

It will be delivered through a number of activities:

- Cutting edge research to gain a deeper understanding of the Irish audience and public attitudes and behaviour towards international development, and overseas aid specifically;
- Dissemination of the audience insights to Dóchas members, Irish Aid and wider stakeholders in order to shape communication and engagement activities that help to target new and broader audiences as well as retaining current supporters;
- Develop a stronger collective narrative and test out some activities and/or campaigns that will engage and connect with specific audiences and the Irish public at scale.

It will be directed by a Project Steering Group and coordinated by the Project Manager.

Scope of the role:

The Project Manager, supported by Dóchas Head of Communications and Public Engagement and the CEO, will lead on all aspects of project design, implementation and delivery of this project.

Our ideal candidate is someone who is creative, ambitious, and is looking to change the narrative on international development. You will need to be an excellent communicator, have a proven track-record in building strong relationships, as well as excellent project management, and organisational skills.

Key deliverables:

Project Management:

- Establish an effective steering group to guide and manage the project
- Develop an effective project implementation plan
- Develop an effective Results Framework with clear, appropriate indicators
- Oversee the drafting of project reports for the steering group and project funders
- Manage the project budget including forecasting and supporting the management of research agency contracts
- Seek further funding if and when required

Project Activities:

- Commission a research agency and ensure that research outputs are rigorous and provide actionable insights for the project
- Disseminate research insights and support partners to 'activate' those insights in their strategies and tactical public engagement delivery
- Commission an agency capable of testing some of the insights gained through the research
- Deliver workshops and other support which enable our members to integrate the project goals and audience insights into their communications, fundraising, campaigns and other public engagement strategies

Requirements of all Dóchas staff:

- Commitment to the purpose of Dóchas and to work within the values, policies and procedures of the organisation and in the context of current legislation and regulations

- To actively participate in team and staff meetings and service reviews/ evaluations and to contribute to the development of policy and practice with your area of work and within Dóchas as a whole
- To show reasonable flexibility in relation to hours of attendance to meet the needs of the work. Work during unsocial hours may be required
- Have a flexible approach to the work in response to organisational change, development and review of best practice
- To participate in the efficient flow of information within the organisation by sharing and seeking information as appropriate
- To undertake other duties as may be requested by the line manager from time to time.
- To undertake your work in a manner that is friendly and flexible

As a member of a small team, you will play a full part in the administration, planning and evaluation of Dóchas' work as a whole. The post is self-servicing and includes clerical duties, including recording the required data on Dóchas' own key performance indicators and members' participation in Dóchas events.

Experience:

- At least 4 years experience working in public engagement/ communications/ marketing or related field (preferably but not necessarily with experience working in an international development organisation)
- Proven track record of delivering large projects from inception to completion
- Project Management, including for projects with competing priorities and multiple coinciding strands in development, delivery, review and evaluation
- Experience working on projects with multiple stakeholders
- Experience in monitoring and measuring impact of projects
- Working across coalitions and/or in communication partnerships
- Budget management
- Market research experience an advantage

Skills:

- Organisation: You should have the ability to manage a project with numerous parts moving at one time, whilst ensuring all necessary administrative tasks are being carried out to allow the project to advance
- Listening: you should be able to listen to and understand the challenges and opportunities which partners are identifying through their engagement with the project
- Leadership: You will be able incentivise collaboration amongst a wide range of stakeholders both on the steering group, the Dóchas board and wider membership to keep the project on track. You should be able to develop support at all levels of seniority.
- Strategic thinking: the ability to interpret evidence and input from a range of sources and to identify effective ways forward
- Partnership working: you should be able to develop and maintain mutually beneficial partnerships between stakeholders who have aligned but distinct goals and approaches

Terms & Conditions

The project is funded for an initial 12 months, but may be extended if additional funding is secured.

The role may involve occasional travel.

Please Note: *This document is not intended to be an exhaustive job description - it serves only as an overview of the role. A copy of the project proposal is available on request.*

This project is supported by:

