



## Job details

Organisation:	Irish Forum for Global Education (Hosted by Plan International Ireland)
Title:	<b>IFGE Coordinator</b>
Reporting to:	IFGE Chair/Secretary/ Plan International Ireland Head of Programmes
Key relationships:	IFGE Steering Committee, Irish Aid, national and international partners
Grade:	4
Contract Length:	Full time, 37 hours per week, to 12 <sup>th</sup> of April 2024 with a possibility of extension, subject to review of the IFGE organisational requirements and Irish Aid funding.

## About Irish Forum for Global Education (IFGE)

The Irish Forum for Global Education (IFGE) is a civil society network which aims to promote greater awareness and engagement with global education issues, with education in development and in emergency. It serves as a platform for dialogue and learning on global education. As an advocacy organisation for increased investment in education globally, IFGE gathers evidence-based materials to inform policy at national and international levels.

We are a small but dynamic internationally focused network. You will get the opportunity to gain hands-on experience of working with a wide range of Irish civil society organisations and state agencies and establishing contacts with agencies and movements.

## Brief overview and purpose of role

What we want is a coordinator who thrives in an environment which requires initiative and imagination; is open to learning; who can work as part of a team but is also self-motivated; is good at networking and communication; and has knowledge of global social justice issues.

What you will gain is valuable experience in managing the IFGE website <https://globaleducation.ie/> and other communications; organising events; advocacy work; stakeholder outreach; and working alongside NGOs, education stakeholders at national, European and international level.

## Coordinator's key roles and responsibilities

The coordinator will play a lead role in enabling IFGE to communicate and promote its objectives with stakeholders across education, civil society, NGOs, academics and relevant state stakeholders. In particular, they will assist IFGE to create greater public awareness of global education issues and serve as the 'go-to' agency for information on global education issues. They will do this by enhancing the visibility and profile of IFGE through the following tasks:

- Website curation and maintaining strong digital and social media presence.
- Preparation of monthly newsletter and other IFGE documentation, including annual report
- Preparing documentation to support advocacy work.
- Creating a database of global education reports, events, projects
- Supporting members of Forum engaged in Thematic Working Groups
- Networking with Irish and with international stakeholders

- Organising events on key topics and key dates e.g., International Day of Education and the launch of the GEM Report
- Attend meetings and provide updates on operational and financial positions to the Forum steering committee.

## Person specification

**Skills:** The ideal candidate should have the following skills

- Excellent communication skills with strong written and verbal communication skills and an ability to adapt messages to meet diverse audiences.
- Excellent organisational skills and ability to manage a multifaceted workload.
- Ability to work with a team as well as take initiative on your own.
- Up to date working knowledge of information technology packages in general use and an ability to curate an active website.

### Qualifications/experience

- Degree or equivalent in a relevant discipline
- Experience of working on global justice issues at home or abroad would be an advantage.
- Awareness of the Irish public and political landscape
- Awareness of global education issues and trends.
- Familiarity with global social justice themes, including the SDG Agenda

## Salary and benefits

Plan International Ireland operates a salary scale, and this role is graded at Level 4 with a salary of €50,000 per annum (pro rata for 5 months).

Plan International Ireland provides a number of employee benefits, which include:

- Private health insurance for all employees (from commencement date)
- Matching company pension contributions up to 5% (once probation is complete)
- Flexible working hours (core hours of 10am to 4pm daily, minimum of 37 hours per week)
- Commitment to training and development
- 25 days annual leave, increasing with length of service up to 30 days
- Hybrid working and the number of days worked per week are negotiable

## Location

The Plan International Ireland office is located on Harrington Street, Dublin 8 (across from Brother Hubbard's). We are just a stone's throw away from the bustling and busy Camden Street area, with its many coffee shops, bars, restaurants, and much more! Our nearest LUAS stop is Harcourt Street.

As an employee you will also be able to sign up to the *Bike-to-Work* scheme, or the *TaxSaver* scheme for DART, LUAS, and Dublin bus users.

## To apply

Please submit your CV along with a letter outlining why you feel you're the right person for the role by email to [info@plan.ie](mailto:info@plan.ie) before **5pm on Wednesday 1<sup>st</sup> November, 2023**.

Please note that applicants must have a **valid work permit** at the time of applying to enable them to work in Ireland.

## Safeguarding

Plan International Ireland is committed to safeguarding people within our programmes from exploitation and abuse and has specific policies on this commitment (including a Code of Conduct) which outlines the expected behaviour and the responsibility of all staff, consultants, and other organisational representatives.

Any candidate offered a job with us will be expected to sign our Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. Specific roles may require police/Garda vetting.

*This document is not intended to be an exhaustive job description - it serves only as an overview of the role.*