JOB DESCRIPTION
Coalition 2030 Coordinator

Coalition 2030 is seeking applications for a part-time position of Coalition 2030 Coordinator.

- Duration: 12 months (Renewable based on funding availability)
- Commencing: Immediately
- Part-time: 3-days a week
- Remuneration: €26,000–€30,000 (Depending on experience)
- Reporting to: Steering Committee of Coalition 2030
- Location: IEN Offices, MACRO Centre, 1 Green Street, Dublin 7

BACKGROUND

Coalition 2030 is an alliance of civil society organisations committed to and working towards up-holding Ireland’s commitment to achieving the Sustainable Development Goals (SDGs) at home in Ireland and internationally by 2030. It comprises over 40 organisations - international and domestic NGOs as well as environmental groups, universities and Trade Unions.

Coalition 2030 exists primarily to ensure that the Irish Government fulfils its commitments to delivering the SDGs. To this end, Coalition 2030 engages with the Irish public and Irish decision-makers to increase their awareness of and engagement on the SDGs in support of ensuring that the Irish Government delivers on its commitments.

Our key objectives include: 1) To advocate and advance public policy that would achieve the targets in the SDGs by 2030, and to act as a watchdog on the Government’s implementation of the SDGs. 2) To promote engagement and informed action on the SDGs by building a coherent understanding of the issues that impact on the lives of people in Ireland and throughout the world. 3) To be an effective coalition that supports, amplifies and leverages the work of its members to promote our collective vision and achieve our goals.

DUTIES

Coalition building and coordinating

- Assist Coalition members in conducting annual strategic planning and guide the Coalition to develop a comprehensive action plan based on strategic objectives
- Coordinate and facilitate Coalition meetings and communicate effectively with members to support collaboration to deliver activities identified in the Coalition annual action plan
- Collaborate and work closely with Coalition members and Pillar structures to promote the Coalition’s vision and objectives
- Report to and support the coordination of Steering Committee meetings
- Recruit and maintain a diverse Coalition membership, including responding to all new membership queries and applications, maintaining membership email lists and details and keeping members up to date with all Coalition news, events, activities and relevant reports
Policy & advocacy co-ordination

- Monitor SDG specific policy processes; brief Coalition members on developments and identify opportunities for advocacy to achieve strategic objectives
- Establish good working relationships with relevant policy structures of the Coalition Pillars in order to identify how the Coalition can use SDG policy opportunities to further the advocacy priorities of Pillar members related to specific Goal areas
- Coordinate Coalition processes, to agree policy messaging, develop policy briefings and co-ordinate advocacy engagement in line with annual workplan objectives

Communications & events

- Actively manage a website and social media platforms to communicate public campaigns and outreach in line with strategic objectives and workplan priorities, and to facilitate information sharing among members
- Support the co-ordination of Coalition-led events and public campaigns, in line with workplan objectives

Administration

- Administer all meetings of Coalition 2030, both with duties to include facilitation, minute taking and follow up actions
- Manage basic finances of network, including invoicing and keeping a basic expenditure record
- Work with Steering Committee to prepare annual budget
- Prepare regular financial reports for the Steering Committee, Plenary and external funders

Person Specification

Essential Criteria

- Relevant third level education
- Proven track-record in facilitation, planning and coordination
- Experience of working in networks or member led coalitions, with strong inter-personal and collaboration skills
- Experience of policy monitoring or advocacy engagement
- Strong communication skills (written and oral)
- Good computer and social networking skills
- Financial project management and reporting skills
- Ability to work well under pressure and capacity to prioritise tasks effectively

Desirable Criteria

- Experience of campaigning and social change
- Experience managing websites and social media
- Excellent analysis and research skills
- Experience of working in and an understanding of the community and voluntary sector

To Apply: Please send an up-to-date CV and Cover Letter to: jobs@ien.ie
Deadline for Applications: 12 PM Friday, 19 June 2020