



Job Description
Debt and Development Coalition Ireland
Campaigns & Outreach Support Officer

Debt and Development Coalition Ireland is seeking to recruit a campaigns and outreach support officer with energy and passion for global justice work, on a 1 year contract. This post will support DDCI to deliver an exciting plan of campaigns work on the themes of international debt and tax justice. It is an exciting role that requires excellent creative campaigning and communication skills.

The role involves driving the campaigns operations, and outreach to our members and the public, through campaigning, education and social media opportunities.

The successful candidate will have a strong commitment to DDCI's values and mission, be an enthusiastic activist, with excellent campaigning, communication and organisational skills. The person must have experience of working with activist or advocacy organisations (paid or voluntary) and be generally familiar with current debates on international financial justice.

The role:

Key allies in this role: The DDCI membership, Irish civil society organisations (CSOs), international debt and tax justice colleagues.

Contract Duration and Salary

This is a 1 year contract (starting early February 2014), 4 days per week.

The salary is € 30,945 - € 35,163, depending on experience, on a pro rata basis.

Key Duties

The key duties will include the elements below with primary responsibility in the areas of **campaigning, communications and outreach, and organisational administration.**

Responsibility

Key Duties

Priority Area

Campaigning and public engagement

- Promoting 1 major debt justice campaign and 1 major tax justice campaign in 2014. This includes being involved with a small team in supporting popular campaign planning and implementation.
- Ensuring our popular campaigns are actively engaged with during specific times during 2014 – including the Global Week of Action on Debt (Oct) and the European Tax Solidarity Week (Nov)
- Reaching out to specific stakeholder groups to join in our popular campaigns eg: to faith-based communities, through promoting a faith-based statement on the financial crisis and collecting signatories from multi-faith leaders

- Linking our education and campaigns work**
 - Promoting our campaigns through planning face-to-face events, meetings and workshops with our members and the public.
 - Facilitating a voluntary campaign action group to support popular campaign planning and implementation
 - Leading on launching and promoting a forthcoming popular economic critical literacy education tool called '*econo...wha?*'.
- Communications**
 - Leading on evaluating our website and redesign
 - Updating facebook, twitter & the website on a daily basis
 - Sending newsletters and e-updates to our members and the public
 - Developing a membership pack for DDCI members
- Organisational administrative Support**
 - Supporting with general office administration including:
 - updating contact lists
 - preparing for the DDCI AGM
 - photocopying etc

Location

Dublin. Willingness to travel throughout the island of Ireland is required.

Reporting

DDCI is a broad-based membership organisation with a small secretariat comprised of a Coordinator and a Policy and Outreach officer. The secretariat is supported by interns, volunteers and DDCI member organisations. The person will report to the DDCI coordinator.

Essential experience:

Bachelors degree level in a relevant social science discipline.

At least 2 years work experience in paid or voluntary justice activism:

Skills

Essential:

- Campaign action organising skills
- Social media skills
- Facilitation skills
- Excellent communication and interpersonal skills
- Administrative organisational skills,
- General knowledge of global finance issues
- Ability to prioritise, use own initiative and work independently
- Computer literacy and familiarity with Word, Excel, PowerPoint
- A very high standard of spoken and written English

Desirable:

- Awareness of diverse civil society campaigning tactics

About Debt and Development Coalition

DDCI's Mission 2012-2015

Our Role

DDCI seeks to empower people in Ireland to take informed action for greater economic justice in Ireland and in the Global South.

What We Want

We want to challenge unjust power that perpetuates exploitation of people. Specifically, we want cancellation of unjust debts in Ireland and in the Global South where citizens are paying for debts they are not responsible for, and international tax justice so that companies and people pay their fair share of tax to society.

How We Will Achieve It

We are a public education and activism network. We will carry out strong analysis and create debate on these issues with the public and among decision makers and the media. Most importantly, we will support our members and interested people in deepening their understanding of the issues we work on, and in providing creative opportunities for members to engage in informed public activism.

DDCI Values and Approach

DDCI is guided by a core set of values and a particular approach to our work. DDCI:

Challenges unjust power in global relationships

Works in solidarity with like-minded groups in the Global South

Seeks justice and equality between people in the Global North and South

Takes an action orientated and participatory approach in our work

Strives to be an inclusive and diverse organisation seeking involvement in our work of people from a variety of class, gender, Global North-Global South and urban-rural backgrounds

Recognises the interconnected nature of local and global injustice. We believe that working for economic justice for people in Ireland is a demand of justice that is mutually reinforcing and complementary with our Southern economic justice work.

DDCI's newly drafted Strategic Plan can be found at http://www.debtireland.org/download/pdf/ddci_strategic_plan.pdf