



**Job Description**  
**Debt and Development Coalition Ireland (DDCI)**  
**Director**

The Debt and Development Coalition Ireland (DDCI) is seeking to recruit a dynamic Co-ordinator. The successful candidate will have excellent leadership skills to drive forward the delivery of DDCI's high quality policy, education and campaigning agenda, and to work to ensure DDCI's financial sustainability into the future. The person will have exceptional organisational coordination skills, in addition to a deep commitment to local and global economic justice work.

**The role:**

The Director position is an exciting, challenging and multi-disciplinary role that will involve:

- Developing and leading delivery of a new strategic framework for DDCI's work, from 2017 onwards;
- Leading the strategic direction of DDCI's policy, campaigning and education work, in relation to debt and tax justice in Ireland and in the Global South;
- Delivering and strengthening DDCI's challenging fundraising agenda;
- Implementing part of DDCI's policy and education programme;
- Ensuring full accountability to, and involvement of, DDCI members in the development and implementation of the organisations work plans.

**Main Responsibilities:**

<b><i>Organisational Management:</i></b>	<b><i>Time</i></b>
<ul style="list-style-type: none"> <li>• Chief strategist and advisor to the DDCI board, including preparation of management reports and presentations for the board;</li> <li>• Leading the development and co-ordinating the delivery of DDCI's new Strategic Plan;</li> <li>• Responsible for coordinating and supporting DDCI staff in delivering each work programme area;</li> <li>• Responsible for staff welfare, operational supervision, professional development, appraisal and ensuring compliance with employment law and best practice.</li> </ul>	15%
<b><i>Fundraising and financial management:</i></b>	<b><i>Time</i></b>
<ul style="list-style-type: none"> <li>• Writing proposals for funding and reports on existing grants to DDCI's institutional donors;</li> <li>• Building and maintaining DDCI's positive relationships and visibility with key donors;</li> <li>• Maintaining and, where necessary, building new strategic alliances with European and Irish organisations, to pitch for EC and other major European funding sources;</li> <li>• Introducing new elements to DDCI's fundraising strategy with particular emphasis on new fundraising approaches;</li> <li>• Compiling the organisational budget, overseeing the management of DDCI's finances, and ensuring accurate reporting of same to members, the DDCI board and funders.</li> </ul>	25%
<b><i>Policy, Campaigning and Education:</i></b>	<b><i>Time</i></b>
<ul style="list-style-type: none"> <li>• Leading the development of organisational policy analysis and messages for DDCI's core policy areas;</li> <li>• Leading sound analysis of the Irish political and civil society environment, and how DDCI can best influence it in relation to local and global debt and tax justice;</li> <li>• Provision of support to staff in delivering the collective policy, campaigning and education programmes of the organisation including, signing off on policy, publications and developing campaigning strategy with staff;</li> <li>• Engaging in promotion of DDCI's policy positions through direct engagement with decision-makers at national, EU and multi-lateral levels;</li> <li>• Delivering part of DDCI's popular education programme in collaboration with staff when needed.</li> </ul>	40%

<b><i>Communication and representation:</i></b>	<b><i>Time</i></b>
<ul style="list-style-type: none"> <li>• Representing the organisation in the media as the chief organisational spokesperson;</li> <li>• Ensuring DDCI maintains close and productive working relationships with local and international allies;</li> <li>• Building the image, profile and reputation of DDCI amongst funders, target groups, and like-minded organisations at home and internationally.</li> </ul>	15%
<b><i>Other responsibilities:</i></b>	
<ul style="list-style-type: none"> <li>• Carrying out any other relevant duties, which may be assigned from time to time by the DDCI board;</li> <li>• Traveling in Ireland and internationally as required;</li> <li>• Occasionally working outside office hours, where time in lieu will be granted.</li> </ul>	5%

**Essential Experience:**

*Educational Qualifications*

- Bachelors degree level qualification in a relevant social science discipline.

*Leadership and Management:*

At least 2 years experience in:

- Organisational management - including financial management, fundraising and support of staff.

And / or:

- A proven record in leading a policy or campaigning project in the area of global economic justice.

*Fundraising and financial management:*

- Proven experience in securing funding, particularly in relation to state, EU and relevant donor organisations.

*Political analysis and campaigning:*

- Proven experience in influencing the Irish & European political system and understanding of current political debates on economic justice.
- Development of policy documents to a publishing standard.

*Representation:*

- Experience in a representative role; experience of speaking to the media and lobbying and/or public campaigning.

**Essential Skills**

- Excellent understanding of the dynamics of a membership organisation and of how to harness the potential of members.
- Excellent written and oral communication skills, including an understanding of how to undertake strategic communication from a media and campaigning perspective.
- Strong facilitation skills toward a range of diverse audiences.
- A strong analytical understanding of international development and justice issues.
- Self-motivation and initiative.
- Fluent spoken English and written English to a very high standard.
- Fully computer literate.

**Desirable experience:**

- Post-graduate qualification in a relevant social science discipline;
- Research and analysis skills on international debt, international financial institutions and/or international taxation issues.
- Leadership in international activism through campaigning and advocacy.
- Participatory education work.
- Experience of working in a country of the Global South and/or working with campaigning organisations from the Global South.

**Desirable skills:**

- Ability to speak Spanish, French or Irish.

**Accountability:**

- The Director will report to the chairperson of the DDCI board.

**Location of position:**

Dublin

**Salary:**

The salary scale of the Director is € 45,000 - € 49,642 pro rata.

This is a 4 day per week post.

**Start date:**

Ideally, 1<sup>st</sup> October 2015.

This is a permanent position\*.

*\*As with all posts in DDCI, it is dependent on the continuation of adequate organisational funding.*

**Applications:**

Please submit a cover letter that outlines how you meet the criteria for this post, along with your CV, by email to [recruitment@debtireland.org](mailto:recruitment@debtireland.org) by Wednesday

September 9<sup>th</sup> 2015. Interviews will take place on the week starting 14<sup>th</sup> September 2015.

### **About Debt and Development Coalition Ireland**

- DDCI currently employs: a Coordinator/Director, Policy and Outreach Officer, a Campaigns and Outreach Support Officer and a freelance accountant.
- DDCI's budget for 2015 is approx. € 160,000.
- DDCI has a supporter base of 54 member organisations.

### **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 Strategic Plan can be found at [http://www.debtireland.org/download/pdf/ddci\\_strategic\\_plan.pdf](http://www.debtireland.org/download/pdf/ddci_strategic_plan.pdf)