



Job Description
Debt and Development Coalition Ireland
Policy & Outreach Officer

Debt and Development Coalition Ireland is seeking to recruit a person with energy and passion for global justice work. This post will support DDCI to deliver an exciting plan of work as part of 2 Pan-European EC funded projects on the themes of international debt, IMF and tax policy. It is a broad based role that requires a diverse set of skills particularly in the areas of policy analysis and public education.

In addition to driving forward DDCI's policy agenda, the role involves taking an active part in developing DDCI's membership capacity and engagement with DDCI's work through supporting grassroots groups to take up financial justice issues, from a local and global perspective. The person will also support DDCI in creating strong public communications, including through media work and through DDCI information sharing mechanisms such as the DDCI website, social media, newsletter, briefings and reports.

The successful candidate will have a strong commitment to DDCI's values and mission, be a talented communicator, with excellent policy analysis skills, and have the ability to translate them into accessible proposals that people can take action on. The person must be familiar with current debates on international finance policies and have experience of working with activist or advocacy organisations.

DDCI's Mission

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

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.

The role:

Key allies in this role: The DDCI membership, Irish Civil Society Organisations (CSOs) and education institutions, the European Network on Debt and Development, Southern debt and tax justice CSOs.

Contract Duration

1 year contract, 4 days per week. Subject to funding, the contract may be extended for up to a further 2 years. There is a probation period of 3 months. **Starting date: 1st March 2013.**

Key Duties

The key duties will include the elements below with primary responsibility in the areas of **policy/advocacy and education**.

Responsibility

Key Duties

Priority Area

Policy analysis

Development of accessible policy proposals on debt and tax issues in line with DDCI values and in consultation with key stakeholders (Primary focus will be on Southern debt issues)
Production of policy briefings
Management of collaborative research projects

Advocacy

Development of persuasive policy submissions to government
Professional representation of DDCI's views with decision-makers including parliamentarians, government officials and officials of financial institutions

Education

Delivery of high quality education inputs (approx 10 workshops / learning sessions per year) on our issues to a range of DDCI target groups in formal and informal education environments, and particularly to the DDCI membership

Support Areas

Campaigning

Support DDCI in developing our campaigning strategy which is delivered through support from our members, supporters and volunteers.

Strategy

Close collaboration with local and international colleagues, including the development of joint strategy and policy statements

Communications

Support to the DDCI coordinator in development of press releases, comment pieces, letters to editors
Occasional media spokesperson role
Support toward website and social media maintenance

Organisational Support

Support toward compiling organisational planning documents and funding proposals
Support toward compiling reports to the DDCI members and donors related to the role
Support toward managing interns and volunteers working on areas of work related to the role

Location

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

Reporting

DDCI is a broad-based membership organisation with a small secretariat comprised of a coordinator and, from 2013, this new post of Policy and Outreach officer. The secretariat is

supported by interns, volunteers and DDCI member organisations. The person will report to the DDCI coordinator.

Salary

The salary scale for this post is € 30,945 to € 43,958 pro rata.

Essential experience:

Bachelors degree level in a relevant social science discipline.

At least two years work experience in:

Research and analysis

Including a proven ability to write clearly and concisely, to produce policy briefings and reports on international development issues.

Popularising policy analysis

Including a proven ability to make complex political topics accessible and relevant to policy and popular audiences through producing written educational material, presentations and other education inputs.

International development experience

Including at least 2 years experience of working with an international development organisation.

Desirable experience:

- Post-graduate qualification in international development / sustainable development
- Research and analysis skills on international debt and tax issues
- Involvement in international activism through campaigning and advocacy
- Participatory education and campaigning work
- Experience of working in a country of the Global South and/or working with campaigning organisations from the Global South

Skills

Essential:

- Good knowledge of global finance issues
- Excellent communication and interpersonal skills
- Proven analytical and writing skills
- Education and campaigning skills on global issues
- Strong facilitation and organisational skills, including event organising
- 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:

- Knowledge of the workings of the World Bank, IMF, ECB, OECD and European Union
- Skills in participatory education methodologies
- Awareness of diverse civil society campaigning tactics
- Knowledge of Spanish or French

To apply

Please send your CV with a cover letter of less than 2 pages setting out why you match the job description by Thursday 31st January 2013 at 5pm. In addition, the cover letter should set out clearly and concisely a concrete experience you have had of strategic policy/advocacy, education

or campaigning work. Please set out the steps or phases you went through, and how you tried to ensure a successful outcome in this experience.

Your CV and cover letter should be sent by email to recruitment@debtireland.org. Please send two files saved under the following names: Surname_CV and Surname_Cover [so if Jane Murphy applied for a job we would expect files with the following names: Murphy_CV and Murphy_Cover]. Interviews will be held in mid February 2013.

Due to our limited capacity, we apologise in advance that only short-listed candidates will be contacted.

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 www.debtireland.org