



<b>Job title</b>	Programme Development Co-ordinator
<b>Reports to</b>	Reports directly to CEO
<b>Location of post</b>	Axis Ballymun, Main Street, Ballymun, Dublin 9.
<b>Contract duration</b>	35 hours/week – 1 year fixed term contract subject to continued funding. There will be an occasional requirement to undertake evening and weekend work.
<b>Application deadline</b>	Applications to be submitted no later than 4pm Tuesday 30 <sup>th</sup> August 2016. Interviews will take place during the week of 5-8 <sup>th</sup> September.  Please note short-listing may apply. Second round interviews may also apply.
<b>How to apply</b>	Send your CV (max 2 pages A4) with a covering letter outlining your interest and explaining what you would bring to this role to <a href="mailto:info@globalactionplan.ie">info@globalactionplan.ie</a> Please also give your first available start date.  Please provide names, addresses and telephone numbers of two referees that we may contact (we will only contact referees with your prior consent).
<b>Global Action Plan</b>	Founded in 1995 in Ireland, Global Action Plan is as a not-for-profit organisation that aims to provide individuals and communities with practical tools to build and strengthen sustainable communities. Our approach and methodologies aim to catalyse the creativity of local individuals, groups/schools and businesses to come up with better and practical solutions to resolve environmental issues.
<b>Job purpose</b>	By focusing on environmental behaviour change, Global Action Plan's programmes aims to empower individuals and communities to change their consumption habits that are long term and achievable. Our mission is to inspire and support people to live more sustainable lifestyles, by offering practical yet creative solutions that inspire people to act.  We are now seeking an experienced Programme Development Co-ordinator to expand our portfolio of environmental behaviour change programmes with a key focus on working with communities and businesses. Working closely with the CEO on the formulation and development of the organisations strategy, innovating and creating new programme opportunities, and sourcing and winning funding and sponsorship for existing and new programmes.  Work involves directing staff across a range of programmes, monitoring and evaluating programme implementation and outcomes, and continuous improvement of programmes.
<b>Key responsibilities</b>	<p><b>Programme development, implementation and oversight</b></p> <ul style="list-style-type: none"> <li>○ Leads programme development and implementation in line with the organisations strategic priorities.</li> <li>○ Plan, direct and coordinate the activities of a range of service programmes.</li> <li>○ Oversee the programmes in terms of budget, resources and policies regarding participant involvement, programme requirements, and benefits.</li> <li>○ To seek out opportunities to scale and replicate current programmes</li> <li>○ To identifying new opportunities through nurturing existing relationships and partnerships.</li> <li>○ Manage the development and delivery of training packages, workshops, and community education programmes.</li> </ul> <p><b>Programme funding</b></p> <ul style="list-style-type: none"> <li>○ Writing funding proposals to various potential sponsors/funders: e.g. government grant schemes; international initiatives/foundations; EU funding applications.</li> </ul>





	<ul style="list-style-type: none"> <li>○ Maintains relationships with current and potential funding sponsors and networks with other environmental NGOs.</li> <li>○ Research, meet and help recruit new potential sponsor partners including corporate sponsors, foundations, philanthropists and public/EU funders.</li> </ul> <p><b>Monitoring &amp; evaluation</b></p> <ul style="list-style-type: none"> <li>○ Oversee administrative procedures to meet objectives, including, for example, approving invoices and expenses claims for services provided, preparing and maintaining records and reports.</li> <li>○ Monitor and evaluate the implementation of programmes in relation to programme objectives, quality and targets.</li> <li>○ Evaluate the work of staff and independent facilitators to ensure that programmes are of appropriate quality and that resources are used effectively</li> <li>○ Prepare various interim and final reports for funders, sponsors and stakeholders such as EU bodies, Local Authorities, corporates, etc.</li> <li>○ Evaluate the benefits to the service users, funders, sponsors and other stakeholders.</li> </ul>
<p><b>Qualifications &amp; experience</b></p>	<ul style="list-style-type: none"> <li>• Degree in environmental science, sustainable development, social sciences, or other related degree.</li> <li>• Post graduate qualification desirable.</li> <li>• 5+ years of experience managing and developing environmental/sustainability programmes and/or civil society projects/programmes.</li> </ul>
<p><b>Skills &amp; attributes</b></p>	<ul style="list-style-type: none"> <li>• Demonstrated experience of designing innovative environmental behaviour change programmes &amp; training initiatives.</li> <li>• Experience of designing and delivering training sessions to communities, schools and corporate clients.</li> <li>• A track record that demonstrates energy and creativity, and the ability to successfully prioritise and manage competing priorities.</li> <li>• Excellent communication skills: the ability to transfer information at varying levels.</li> <li>• Demonstrated success in project planning, financial management, programme monitoring and report writing.</li> <li>• Proven record of effective management of diverse programmes.</li> <li>• Proven experience of effective people management.</li> <li>• Analytical and strategic planning skills.</li> <li>• Experience in developing creative solutions to problems.</li> <li>• A proven ability in writing effective funding proposals and applications.</li> <li>• Strong interpersonal and communication skills / strong presentation skills.</li> <li>• A committed and flexible team player with strong relationship management skills.</li> </ul>

*Global Action Plan is an equal opportunities employer*

*Garda Clearance is a requirement for this position*

