

# Misean Cara is seeking a Project Officer (Education)

## BACKGROUND

Misean Cara is recruiting a Project Officer (Education) on a two-year fixed term contract. Reporting to the Funding Manager, the Project Officer will be responsible for the processing of project proposals and reports, as well as monitoring and evaluation. The Funding Team consists of the Funding Manager and five Project Officers (education, health, livelihoods, human rights and member capacity development).

The Project Officer will work as part of a team assisting Misean Cara in its support and accompaniment of member organisations in their development work. The role will consist of building relationships with member organisations, reviewing and analysing project proposals and reports and assisting with processes to strengthen the quality and impact of members development work in specified sectors or programme areas. This role will have a particular focus on education and link to Misean Cara's strategic goal 1: to uphold the right to quality education.

## ABOUT MISEAN CARA

Founded in 2004, Misean Cara is a faith-based development organisation of 88 member organisations who are committed to working with and for some of the most marginalised and vulnerable communities in the world. Our members live within marginalised communities and work in the areas of education, health, sustainable livelihoods and human rights. Our members deliver high quality project results and have a deep-rooted presence in over 50 countries. With funding of €15.5 million annually from Irish Aid, Mission Cara is seeking to develop a diverse range of other sustainable funding streams so we may continue to work in ways that transform lives while respecting the integrity of local cultures.

Our Strategy 2017-2021 sets out five key goals:

1. Uphold the right to quality education
2. Uphold the right to better health, clean water and sanitation
3. Uphold the right to sustainable livelihoods
4. Uphold and advocate for human rights
5. Enhance and promote the Missionary Approach to Development

**REPORTS TO:** The Funding Manager

## POSITION SUMMARY: PROJECT OFFICER

Working as part of the Funding Team you will be responsible for providing funding support to missionary development projects as follows:

### Management of education project portfolios

- Manage and act as the contact point for Misean Cara funding that upholds the right to quality education, noting that many projects supported by Misean Cara can be multi-sectoral in nature
- Contribute to Misean Cara organisationally in the development of education and funding sector policies and guidelines
- Support Misean Cara in the ongoing development of its results-based framework

- Review and follow up on funding proposals, adjustments (if arising) during implementation and annual project reports
- Manage workflow processes and maintain records within Misesan Cara's IT project management system ensuring compliance with Misesan Cara policies, guidelines, standards and systems
- Maintain a broad cross-sector understanding so as to be in a position to review proposals and reports across any sector (i.e. health, livelihoods, human rights and capacity development).
- With your colleagues in the Funding Team, contribute to the development and execution of team planning, budgeting, action plans and monitoring processes.

### **Member engagement and accompaniment**

- Develop positive working relationships with Misesan Cara members providing information, support and guidance in relation to specified sectors of work
- Troubleshoot and respond positively to any project issues in the spirit of accompaniment
- Collate and disseminate education sector knowledge and information to relevant members (including via Sector-Based Communities)
- Support member engagement in-country, in particular with regional mentors
- Explore and develop alternative mechanisms for more efficient ways of channelling funding in support of education, including through co-design processes with members.

### **Supporting communication, donor engagement and fundraising**

- Support initiatives in exploring and applying for new avenues of funding
- Contribute sector-based content to donor reports, annual reports and communications materials (including social media)
- Ensure close collaboration and coordination with colleagues to enhance smooth implementation of activities and achievement of results as specified in donor grant agreements
- Support Misesan Cara's communication, advocacy and fundraising theme of girls' education.

### **Cross team collaboration and networking**

- Undertake in-country and/or distance monitoring exercises, in conjunction with the Learning and Development Team
- Assist with education sector related evaluation, research and advocacy exercises
- Identify and participate in relevant thematic working groups, networks and learning fora at national and international level in order to increase organisational and advocacy impact
- Collate and disseminate education sector knowledge and information to staff and external persons
- Liaise with and support Misesan Cara's Safeguarding Advisor where relevant.

### **General**

- Undertake any other tasks that may be assigned by the Funding Manager.

## **SKILLS AND ATTRIBUTES**

The essential skills and attributes required of the Project Officer are:

- A degree-level qualification or equivalent in a relevant development-related discipline
- Minimum of 3 years' experience in international development with field level experience
- Experience working in the areas of education projects
- Good understanding of the emphasis on results in development funding
- Knowledge of the priority development areas where our members' work with a particular focus on education
- Proven ability to review development projects and reports

- Experience of working with a variety of organisations of varying sizes and scale in terms of resources and expertise
- A high degree of self-sufficiency and initiative, and the ability to innovate
- Excellent relationship management and interpersonal skills
- Strong communication skills, both face-to-face and virtual
- Proven ability to work well in a team
- Excellent IT skills (Microsoft packages – Word, Excel, PowerPoint; relational database platforms such as Salesforce; etc.)

Additional skills and attributes that would be desirable are:

- Masters degree in education-related discipline
- Knowledge and experience of faith-based organisations
- An affinity with development work undertaken by Irish missionaries and their partners
- Strong report writing skills
- Experience in supporting donor engagement and fundraising initiatives, including the drafting of sector-specific content for donor proposals and/or reports
- Ability to work with organisations at different stages of development
- Experience using databases such as Salesforce or similar an advantage.

#### **ACCOUNTABILITY TO MISEAN CARA:**

- Commitment to the values, ethos, goals and work of Misean Cara
- An affinity with missionary development work and their partners
- Uphold and strengthen at all times the strong reputation of Misean Cara and ensure integrity, credibility and transparency in all activities.

#### **TERMS AND CONDITIONS:**

- Salary range €37,579 to €50,843 dependent on qualifications and experience
- Working week: 37 hours net
- 6 months' probationary period
- Pension entitlement after probation (10% employer contribution and 5% employee contribution)
- Life assurance
- 24 days annual leave + 1 mental health day entitlement
- Position will involve overseas travel
- Training on Misean Cara's bespoke IT project management system will be provided
- Training and study leave arrangements in place
- Supportive team environment
- This position in Misean Cara is subject to Garda vetting, full reference checks and medical.

#### **APPLICATION PROCEDURE AND CLOSING DATE:**

Please send in an application letter (max one page) outlining how your motivation, experience and skills fit the role, and a CV to [jobs@miseancara.ie](mailto:jobs@miseancara.ie) Please insert **PO Education** in the subject line.

Applicants are encouraged to apply early. Screening interviews may take place prior to shortlisting for interview.

**Closing date:** Monday, 29th November 2021 (mid-day). **Interview date:** Wed. 8<sup>th</sup> December 2021 (tbc)

If you wish to speak to somebody about this vacancy, please call Marie Therese Fanning on 01 4055028.

Misean Cara is committed to the safeguarding of children and vulnerable adults, and implements a Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) Policy with which all staff are expected to comply.

Misean Cara is an equal opportunities employer and welcomes applications from all sections of the community.

Please note: Applicants must be legally entitled to work in Ireland at the time of application.