



Misean Cara is Seeking a Project Officer

MISEAN CARA

Misean Cara is an Irish faith-based organisation supporting the overseas development work of missionaries. Collectively, Misean Cara's 77 members work in over 50 countries and are part of a much bigger global missionary network with an extensive reach in Africa, Asia and Latin America.

POSITION SUMMARY

This role is offered on a full-time, permanent basis.

Working as part of the Funding Team you will be responsible for providing support to Irish missionary organisations (our members).

Be a main contact point for members applying for project funding from Misean Cara and those who are already in receipt of funding. Develop positive working relationships with Misean Cara members providing information, support, and guidance in relation to thematic projects aligned to our funding policies. Appraise funding applications ensuring they comply with Misean Cara policies, guidelines, standards and systems.

Review project reports ensuring coherence with project proposal, ensuring variances or project modifications are explained and in line with Misean Cara's funding policies and procedures.

Work closely with colleagues in the funding team to ensure grant decisions, contract release, follow up on queries and conditions and report submission and review are completed within the expected timeframes and to a high standard.

Work closely with colleagues in the Learning and Development Team to ensure that project results are reported in line with Misean Cara's standardised reporting template and that suitable projects are identified for monitoring and evaluation.

Reports to: Funding Manager

KEY RESPONSIBILITIES

Project Proposal and Report Reviewing

- Review project proposals against existing criteria and present recommendations at internal Project Appraisal Committee (PAC) meetings
- Manage workflow processes and maintain records within Misean Cara's project management system ensuring compliance with Misean Cara policies, guidelines, standards and systems
- Review project-based reports, record observations and present reports for closure.
- Follow up on reports where queries are necessary, including with project-grant audits, with a view to closing these as efficiently as possible.

Member Engagement and Accompaniment

- Support Funding Team colleagues with the phased rollout of Misean Cara's new grant management system
- Develop positive working relationships with Misean Cara members providing information, support and guidance in relation to specified sectors of work
- Proactively communicate with members on project and funding related queries in the spirit of accompaniment and ensure any adjustments are recorded on the project management system.

Cross-Team Collaboration, Communication and Networking

- Undertake monitoring exercises, in conjunction with the Learning and Development Team as required
- Liaise with and support Misean Cara's Safeguarding Advisor as required
- 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)
- Support Misean Cara's communication, public messaging and/or advocacy messaging.

Any other tasks assigned by the Funding Manager or CEO.

SKILLS AND ATTRIBUTES (ESSENTIAL)

- Minimum of 3 years' experience in an International Development organisation
- Degree level qualification in a related field
- An affinity with development work undertaken by Irish missionaries and their partners
- Excellent verbal and written communication skills
- Excellent relationship management and interpersonal skills
- Excellent IT skills (Microsoft Word, Excel, PowerPoint, etc.)
- A high degree of self-sufficiency and initiative, and the ability to innovate
- The ability to work well in a team
- A willingness to travel internationally
- Good understanding of the emphasis on results in development funding
- Proven ability to review development proposals and reports

SKILLS AND ATTRIBUTES (DESIRABLE)

- Experience working in the areas of health and WASH
- Knowledge and experience of faith-based organisations
- Masters degree in international development and/or health-related discipline
- 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.

TERMS AND BENEFITS

- Contract type: Permanent
- Salary range € 35,579 – 50,843
- Six-month probationary period
- Benefits: Employee Assistance Programme, 24 days annual leave, mental health day, supportive team environment
- An induction programme will be prepared for the successful incumbent in the first weeks
- All positions in Misean Cara are subject to full reference checks and medical
- Remote working options available

To apply: please send both a cover letter (max one page) outlining how your motivation, experience and skills fit the role, **and** an up-to-date CV, in confidence, to jobs@miseancara.ie Please insert “Project Officer” in the subject line.

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

Misean Cara is an equal opportunities employer and welcomes applications from all sections of the community. Applicants are encouraged to apply early. Screening interviews may take place prior to shortlisting for the interview.

Closing date: Monday 18th December 2023

Interview date: Wednesday 10th January 2024 (tbc)

Interviews: Misean Cara’s Offices, Dame St., Dublin