

Misean Cara is seeking a Project Officer (Human Rights and Advocacy)

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.

PROJECT OFFICER (HUMAN RIGHTS & ADVOCACY)

We are currently recruiting a Human Rights Project Officer who will support and accompany our members. You will develop a supportive working relationship with member organisations, review and appraise project proposals and reports and strengthen the quality and impact of our members Human Rights work overseas, you will also play a leading role in Misean Cara's advocacy activities.

The Human Rights Project Officer works as part of dynamic team of thematic experts led by the Funding Manager.

MISEAN CARA

Founded in 2004, Misean Cara is a faith-based development organisation of 77 member organisations who work in marginalised and vulnerable communities across the world. Our members provide essential services in the areas of education, health, sustainable livelihoods and human rights and have a deep-rooted presence in over 50 countries.

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 Misesan 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.

Strategic engagement on Human Rights and Advocacy

- Support the implementation of human rights projects with a particular emphasis on supporting members on results based frameworks.
- Develop and maintain an analytical overview of Misesan Cara work in the human rights sector.
- Collate and disseminate Human Rights / Advocacy sector knowledge and information to relevant members, staff and external persons.
- Develop and lead in the implementation of advocacy in line with Misesan Cara's strategic plan.
- Provide technical support to the Team on human rights issues.

Cross-Team Collaboration, Communication and Networking

- Undertake monitoring exercises, in conjunction with the Learning and Development Team as required.
- Liaise with and support Misesan 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 Misesan 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)

- Good knowledge of the UN Human Rights system
- Knowledge and experience of faith-based organisations
- Masters degree in international development and/or human rights 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, 24 days annual leave, mental health day, supportive team environment
- An induction programme will be prepared for the successful appointee 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 for the duration of the contract.

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

Closing date: by lunchtime Monday 22nd April

Interview date: Wednesday 01st May **in person.**

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