

Manager of Learning and Capacity Strengthening for Members

Job Description:

Misean Cara

Misean Cara is the Irish development organisation for Irish Missionary groups. Our 77 Member Organisations are committed to working with and for the most vulnerable communities in the world. With a long-term and deep-rooted presence in over 50 countries in the Global South, our members work in the areas of climate resilient livelihoods and decent work, education, health, and human rights, delivering positive change through the Missionary Approach to Development Interventions (MADI).

Position Summary: Misean Cara is a learning organisation, adapting to changing contexts, disseminating good development practice to our members and providing opportunities for our members to learn from each other. The Learning and Capacity Strengthening (L&CS) Manager position plays a key role in promoting evidence-based learning within Misean Cara and among its members. Supported by the Learning and Development Team and working in collaboration with other teams in Misean Cara, the Manager oversees learning, monitoring, evaluation and research initiatives that enhance the development work of Misean Cara and its members. The L&CS manager will lead Misean Cara's locally led development approach. The L&CS Manager is a member of the senior management team and contributes to overall strategic and operational decisions.

Reporting to: CEO. The L&CS Manager leads a team of 3 Officers, 1 Programme Co-ordinator, and 4 mentors (consultants) based in Africa and Latin America.

Position Responsibilities

a. Lead and implement the L&CS strategy

- Lead the learning and capacity strengthening function to develop and implement a forward-thinking learning and capacity strengthening strategy for the membership of Misean Cara, manage the team, and ensure learning is maximised throughout the membership.
- Lead on learning & capacity strengthening policy development and implementation
- Manage the team budget and engage in annual budget planning with finance.

b. Manage the Team

- Develop and implement the annual workplan of the team ensuring efficiency, effectiveness and suitable resources are in place to deliver results.
- Set objectives with team members and provide regular feedback, support, supervision and development through one to ones and team meetings.
- Lead on recruitment, induction and training of new staff within the L&D Team.

c. Learning, Monitoring, Evaluation and Research

- Identify and drive learning opportunities aligned to the organisation's strategic objectives.
- Implement Misean Cara's monitoring framework capturing learning and sharing as appropriate.
- Implement an annual programme of evaluations, disseminating key findings to relevant stakeholders.
- Lead research initiatives that support innovation and resource mobilisation.
- Collate, synthesise, and disseminate relevant learning to key stakeholders.

d. Capacity Strengthening

- Implement Misesan Cara's Capacity Strengthening Policy.
- Develop and implement an annual capacity strengthening programme for members based on identified needs for skills and knowledge, training, organisational development and mentorship.
- Manage the regional mentorship programme

e. Innovation and Learning

- Promote and facilitate innovation and practice-based learning within Misesan Cara and our members
- Identify opportunities for and promote learning from and between member organisations.
- Develop and coordinate an effective knowledge management strategy for Misesan Cara
- Capture and communicate learning from the missionary approach to development and members' ongoing work
- Oversee the management and strategic development of the online members' Resource Hub
- Contribute to good development practice in relevant forums.

f. Organisational Reporting and Results Management

- Lead the compilation of organisational reports as required, including Misesan Cara's annual report to Irish Aid and support other reports as required
- Lead on the annual compilation of the organisational standardised Results Framework.

g. Children with Disabilities Programme

- Lead on the implementation of the Children with Disabilities programme.
- Support the Donor Engagement Team to fulfil donor liaison, compliance and reporting
- Ensure learning from the programme drives approaches to disability inclusion in Misesan Cara and with our members

h. Other

- Lead on other policy development as relevant, and specifically updating and implementing the Safety and Security Policy (security training, briefing documents, annual crisis management, etc.)
- Consultant/Service provider contracting as required.
- This role will involve international travel to the Global South.
- To work in a professional manner reflecting the values and culture of Misesan Cara.

This job description is not intended to be exhaustive. Misesan Cara may adjust the role and responsibilities needed to respond to organisational priorities and needs as may be assigned by the CEO.

Person Specification:**Qualifications & Experience:**

- A master's level qualification or equivalent in learning, capacity strengthening or international development or a related subject.
- Minimum five years' experience in learning and capacity strengthening ideally in a membership or network type organisation
- Five years' experience in international development
- Experience working with missionary organisations is desirable

Skills and Competencies:

- Proven experience leading and executing MEAL, capacity strengthening, training strategies
- Excellent stakeholder engagement and collaboration skills across all levels
- Proven experience in managing a team
- A strong background in developing and executing learning and capacity strengthening strategies
- Experience in designing and implementing monitoring, evaluation and research processes
- Experience in results-based management
- Proficient in measuring learning impact
- Excellent communications (verbal and written) and interpersonal skills
- Excellent IT skills
- Proficient in budgeting.

Personal Characteristics:

- Affinity with the work of missionaries
- Self-motivated, proactive and able to work independently
- An ability to embrace change, adapt and work flexibly

Terms and Benefits:

- Permanent full-time contract (37 hours net)
- Salary range €58,075 to 78,571 (DOE)
- Hybrid working arrangements
- Probation: 6 months
- Pension entitlement after probation: 10% employer contribution and 5% employee contribution
- Death in service benefit on joining
- 24 days annual leave + 1 mental health day entitlement
- Wellbeing programme including EAP

To apply:

Please send a cover letter (max one page) outlining how your motivation, experience and skills fit the role and an up-to-date CV to jobs@miseancara.ie Please insert "L&CS Manager" in the subject line.

Misean Cara is an equal opportunities employer and welcomes applications from all sections of the community. We are dedicated to inclusive recruitment practices and strive to ensure accessibility throughout our recruitment process. If you require any accommodations or adjustments at any stage, please let us know.

Applicants must be legally entitled to work in Ireland at the time of application and for the full duration of contract. Verification of right to work will occur during recruitment.

Closing date: 10 September 2025 at 17:30. **Interviews:** week beginning 29/09/25.

Please note: Full reference checks, safeguarding, and medical apply. Misean Cara has a Safeguarding Policy and Prevention of Sexual Exploitation and Harassment Policy with which all persons are expected to comply.