



Job Title: Education and Outreach Coordinator
Location: 12 Parliament Street (min 2 days per week, with Wednesday as a core day), with option of remote working for the remaining days.
Reports to: Programme Manager
Type of Contract: Part-Time (4 days per week) Permanent
Probation: 6 Months
Salary (5-day basis): €31,059 - €46,589 full time equivalent plus 3 long service increments to a maximum of €51,247
Annual Leave: 24 days – pro rata
Company Leave Days: 3 days
Pension: After 9 months service a matched contribution up to 6% of gross salary

Application: Please send a copy of your CV and a letter (no more than 1 page) outlining why you're interested in this role and how your skills, experience and qualifications would relate and contribute to it. These should be emailed to recruitment@comhlamh.org by the **closing date of December 1st, 2024.**

We will **contact shortlisted candidates by Wednesday December 5th**, with an invitation to join for **interview on Tuesday December 10th**. Interviews will be held in person at Comhlámh's office: please let us know if you have any access requirements.

WHO WE ARE

Comhlámh, the Irish Association of Development Workers and Volunteers, supports solidarity-based engagement on the most pressing issues of our time. We are a membership organisation with 50 years' experience of supporting people and organisations to mobilise for global justice. All Comhlámh's work is underpinned by a commitment to Global Citizenship Education (GCE), which deepens understanding of the structural causes of inequality, unsustainability, as well as the connections between local and global challenges.

HOW WE WORK

Comhlámh believes that transformational change can emerge from providing spaces where people can work in solidarity, bringing attention to our shared humanity and interdependence in ways that can enable us to move towards a world beyond injustice. All areas of our work are connected, particularly with regards to deepening understanding of the structural causes of inequality, injustice, and unsustainability. Comhlámh prioritises working collaboratively as a team, actively seeking synergies both within our work and with the work of others.

Comhlámh as an organisation seeks to be the change it is trying to bring about. We work to bring our values of respect, integrity, solidarity, and ecological sustainability into all areas of our engagement. We commit to looking honestly at ourselves, our policies, and practices,

identifying where and how we need to change and then making those changes. We recognise this work is ongoing and needs to be a collective effort: we cannot achieve change alone, and we work closely with many individuals and organisations (nationally and internationally) whose goals are aligned around transformational change.

ABOUT THIS ROLE

The **Education and Outreach Coordinator** plays a central role in shaping and nurturing Comhlámh's community, working with our members and partners to foster solidarity, engagement, and transformative action for global justice. We are committed to building meaningful relationships across all our communities of engagement – including learners, member groups and wider networks - using Global Citizenship Education (GCE) approaches and methodologies. Through nurturing the commitment and interest of individuals and groups in taking collective action for global justice, the Education and Outreach Coordinator brings Comhlámh's vision of solidarity and social change to a wide public audience. An important dimension of the role is to deepen people's interest in transformational change, building capacity for critical thinking on global justice issues.

Key Responsibilities

Training & Education:

- Collaborate with Comhlámh's Training and Education Coordinator to facilitate deep, creative, and evolving GCE training for international volunteers and other groups, by contributing to the design and delivery of tailored GCE modules. Courses include, among others, Be The Change, Seeding Change, and intercultural awareness training.
- Provide follow-up support, evaluation, and mentoring to learners, ensuring their engagement is deepened and continued.
- Work with the Solidarity and Capacity Development Coordinator to nurture transformative models of international volunteering that are rooted in GCE and reflect the complex, interdependent and unequal world of which we are part. This includes developing and co-delivering training that builds Volunteer Sending Agencies' (VSAs) capacity to mainstream GCE within their programmes.
- Manage and maintain the forthcoming Resourcing Solidarity platform, ensuring the content is current and accessible to the Comhlámh community.
- Support colleagues and member groups to develop public, reflective and critical GCE learning, where generative discussions can emerge on global justice issues.

Community-Building, Support & Engagement:

- Work with Comhlámh's member groups (see <https://comhlamh.org/member-groups/>) to advance their solidarity-based advocacy, campaigning, and engagement on issues of global justice.

- Collaborate with member groups and Comhlámh's broader community to develop their capacities for long-term, solidarity-driven action on global justice issues, fostering an ethos of shared learning and collaboration.
- In partnership with the Communications Coordinator, ensure individual Comhlámh members are drawn into and actively engaged in Comhlámh's existing programmes, events, and initiatives.
- Also with the Communications Coordinator, develop communications approaches that bring our work to new audiences and grow our membership.
- Cultivate relationships across networks, including volunteers, educators, civil society organisations, and grassroots movements working for local and global justice.
- Help grow and extend Comhlámh's networks, supporting not only formal partnerships but also informal, relational aspects of solidarity that contribute to the organisation's long-term success and sustainability.

Policy & Practice Development:

- Strengthen and contribute to national and international networks on GCE and global justice issues, representing Comhlámh in strategic forums and partnerships.
- Collaborate with colleagues on creating resources that strengthen Comhlámh's role in fostering critical, solidarity-based movements. This includes blogs, think-pieces, online courses, and pedagogical tools.
- Participate in the IDEA Code of Good Practice, peer support network, and Adult and Community Working Group, ensuring that Comhlámh continues to shape and contribute to good practice across development education work.

Other Responsibilities:

- Monitor and evaluate programme activities, contributing to the continuous improvement of Comhlámh's initiatives.
- Support Comhlámh's communications strategy through content creation (social media, blogs, etc).
- Input into strategic and programming planning, funding applications, evaluations, and reports.
- Maintain accurate and up-to-date records in the organisation's CRM (Salesforce).
- Have oversight of assigned budgets and report on expenditures.
- Contribute to the team's collaborative work through consultation, support, and shared working.
- Represent Comhlámh externally, contributing to public discourse on global justice and solidarity.
- Carry out such alternative duties as may be assigned by the Line Manager following consultation.

Profile

We have identified these criteria for this role. However, if you don't fit all the criteria and feel strongly that this job is the right match for you, we encourage you to apply. Comhlámh

is a collaborative, horizontal organisation, where mentoring and learning between colleagues is valued as an important part of how we work.

1. Experience

- Experience in Global Citizenship Education, community building, and solidarity-based engagement.
- Experience of designing and delivering educational content, within a global justice framework.
- Demonstrated ability to nurture relationships and engage with a range of individuals, CSOs/NGOs and social movements
- Experience working in solidarity movements and/or global justice campaigns.
- Experience of using consultative and participative approaches to build consensus and create strong, trustful working relationships.
- Experience of advocacy and campaigning work.
- Experience in the Global South is welcomed.

2. Knowledge and Skills

- Excellent communication skills, with the ability to facilitate reflective, critical and generative engagement.
- Knowledge of and commitment to using approaches grounded in global citizenship education to deepen personal and collective engagement for change.
- Strong event organisation skills, with attention to designing atmosphere and participant engagement.
- Strong networking and facilitation skills, with the energy and sensitivity to support and challenge people in ways that can deepen their practice.
- Strong research, policy, and report-writing skills
- Technical skills including experience of developing online educational tools, managing content platforms, and using Salesforce.

3. Personal qualities

- Demonstrated commitment to issues of equality, justice, and solidarity-based action for change, either through formal training (e.g., a degree in any relevant subject) or through participation in voluntary initiatives.
- Integrity and commitment to having an impact and creating change through your work.
- Ability to embrace difference, work professionally and engage respectfully with people with different views and lived experience.
- Good relationship-building and collaboration skills, with a talent for connecting people and ideas.
- Ability to take a 'collective problem-solving' approach to challenges that might arise in the course of the work or within the team.
- Discretion and respect for confidentiality.
- Ability to work in a small team and within the financial constraints of an NGO.

Comhlámh has an Equal Opportunities policy, and all employees are expected to develop an understanding of and commitment to equality and social justice. All staff are required to adhere to: Comhlámh's Child Safeguarding Policy and Code of Conduct and Comhlámh's values.