



*Empowerment for a better world through Adult and Community Education.*

**Title:**

Programme Manager

**About Saolta:**

Saolta is a Global Citizenship Education strategic partnership programme for the Adult and Community Education sector in Ireland between Irish Aid and a consortium of organisations.

[Development Perspectives](#) is the lead partner in the consortium, which also includes [AONTAS](#), [Concern Worldwide](#), [Irish Rural Link](#) and the [Adult and Community Education Department of Maynooth University](#).

**SAOLTA strategic goal:**

Increased accessibility, quality and effectiveness of Global Citizenship Education within the adult and community education sector.

**Purpose of the role:**

The Programme Manager is responsible for leading the implementation of the vision of Saolta, managing a dedicated and skilled staff team to deliver on the commitments in the current (2022) and future work plan(s). A deep knowledge and understanding of the adult and community education sector in Ireland will be key to the role as will a proven track record of successfully delivering global citizenship education programmes. The Programme Manager will also need to have experience of working with funders and donors. Important aspects of the culture of Saolta include a process orientation to the work, creating space to innovate, learn and grow, trust in the staff team as well as the importance of supporting and developing the team. Working from a values perspective is essential to what Saolta is about.

**Reports to:**

CEO of Development Perspectives.

**Key Areas:**

Area	Responsibilities and duties
Programme Management	<ul style="list-style-type: none"><li>• Lead and motivate Saolta staff to achieve agreed targets and work effectively as a team.</li><li>• Lead the HR function of the Saolta team with the support of the CEO of Development Perspectives.</li><li>• Report quarterly to the Saolta Steering Group and monthly to the CEO of Development Perspectives.</li><li>• Ensure timely and effective donor/funder reporting (Twice annually)</li><li>• Oversee and update the M&amp;E systems that demonstrate the impact of Saolta's work against the planned outcomes whilst also integrating findings from evaluations and reviews as appropriate.</li><li>• Contribute to the organizational CRM system that is in place.</li><li>• Plan and organize the yearly workplan(s)</li></ul>
Leadership in action	<ul style="list-style-type: none"><li>• Overall responsibility for the implementation, monitoring, review, evaluation and reporting of Saolta's work plan for 2022 and beyond.</li><li>• Illustrate and embody leadership in action.</li><li>• Lead the design, facilitation and evaluation of specific elements of the Saolta workplan.</li><li>• Work effectively as part of a team.</li><li>• Encourage, enable and facilitate strategic action</li></ul>

<b>Partnership development and relationship building</b>	<ul style="list-style-type: none"> <li>• Oversee and support the cultivation of an engaged network of Saolta participants and partners whilst also seeking to build on existing and create new relationships with strategic stakeholders in the adult and community education sector.</li> <li>• Work with all members of the Saolta SG and their respective organisations to maximize the opportunity, which the consortium presents.</li> <li>• Deepen strategic alliances and partnerships with specific organisations in global citizenship education and the adult and community education sector.</li> <li>• Represent Saolta in various networks and forums on an ongoing basis.</li> </ul>
<b>Public Engagement</b>	<ul style="list-style-type: none"> <li>• Build a strong public profile and identity for Saolta in conjunction with the public engagement officer.</li> <li>• On occasion, act as media spokesperson and promote Saolta activities and events accordingly.</li> <li>• Be proactive in the public engagement efforts of Saolta (On and Off Line)</li> </ul>
<b>Financial Management / Risk management</b>	<ul style="list-style-type: none"> <li>• In conjunction with the Finance officer, oversee the financial management and financial reporting of Saolta.</li> <li>• Manage and update the Saolta elements of the organizational risk register and report on this to the Saolta SG and the CEO of Development Perspectives.</li> <li>• Lead the development of annual budgets and financial planning of Saolta.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Other relevant duties as agreed in consultation with the CEO of Development Perspectives.</li> </ul>

**Qualifications and experience:**

- Masters level or equivalent in international development / community development/ adult and community education / Global Citizenship Education.
- Minimum 5 years experience of working in international development / adult and community education / Global Citizenship Education.
- Minimum 5 years experience in managing and leading teams/groups.
- Strategic planning experience preferably in a decision making capacity.
- Skilled in the management of a programme, people, resources and financial management.
- Experience of Global Citizenship Education / In particular, experience of facilitation of Global Citizenship Education workshops and events for adults is necessary
- Experience of the adult and community education sector in Ireland.
- Experience of the not-for-profit sector
- Experience dealing with donors/funders and navigating funding processes, contracts and KPIs successfully.

**Personal specification:**

- Empathy with the values of Saolta, which are honesty, justice and courage.
- Deep understanding and knowledge of the global justice issues that are core to Saolta's programme of work.
- Resilient with an attitude of curiosity and openness to learn and adapt.
- Collaborative decision-making approach with an understanding of the importance of process

and of working with people to shape and achieve results.

- A leader who is reflective and action oriented.
- Excellent interpersonal skills including tact, diplomacy and approachability.
- Excellent communication skills including verbal and written as well as the ability to influence and persuade.
- Flexible and adaptable to working in a changing environment, diverse cultural contexts and in resource constrained settings.

**Saolta / Development Perspectives has an Equal Opportunities policy in place.**

**Terms & Conditions:**

- Contract: Time Limited
- Probation: 6 months
- Salary: €40,000 (Pro Rata - This will increase to €42,000 + Gross for 2023 - 2027)
- Working week: 4.5-day week (Up until the end of 2022) – Progressing to a 5 day week in Jan 2023
- Working hours: 31.5 hours – the role requires occasional work outside normal working hours (Weekend and evenings)
- Annual leave: 25 days – pro rata
- Workplace: Hybrid model - The role is based in Drogheda along with remote working. There will be a requirement to spend at least 50% of the time working from the office.

**Application Process:** Please submit a cover letter outlining how your motivation, interest and competencies fit this role, along with a CV to [recruitment@developmentperspectives.ie](mailto:recruitment@developmentperspectives.ie), and include 'Saolta Programme Manager application' in the subject line of your email. All applicants are required to hold a valid work permit at time of application. Saolta welcomes applications from all sections of the community. If you would like to talk about this role before applying, please email Bobby-[bobby@developmentperspectives.ie](mailto:bobby@developmentperspectives.ie)

**Closing date:** Monday the 28<sup>th</sup> March 2022 at 17:00

**Interview date:** **The interviews will take place on one of the following dates - 11<sup>th</sup> /12<sup>th</sup> / 13<sup>th</sup> April 2022.** Interviews will be IN PERSON and will take place in Drogheda, Co. Louth.



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