

## ROLE DESCRIPTION

<b>Role:</b>	<i>International Programmes Manager</i>
<b>Reporting Lines:</b>	Reports to CEO
<b>Contract:</b>	Permanent, Full -Time (40 hrs); Subject to 6-month probation period
<b>Salary:</b>	Competitive (depending on experience)
<b>Location:</b>	Based in Dublin Office, currently remote as part of the pandemic restrictions. Will consider someone based in overseas location. Some overseas travel will be required

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### Tearfund Ireland

Tearfund Ireland is a Christian development and relief organisation working to help some of the poorest people lift themselves out of poverty.

### Vision, Mission and Ethos

We want to see flourishing communities free from poverty and injustice. Working with local churches we transform the lives of the most marginalised through partnerships that mobilise, empower and build capacity.

We believe in the God-given inherent worth of each person and recognise our responsibility to conduct ourselves in a way that affirms respect, dignity and equal value of each individual. With our history in the evangelical Christian movement, we are committed to working through the Christian church and faith-based partners to facilitate holistic transformation for people, families and entire communities. If you'd like to join us and are in agreement with our Vision, Mission and Statement of Faith see below or contact us for more information.

To see our Vision, Mission and Statement of Faith as well as our Code of Ethics and Professional Conduct go to the recruitment page of our website: [www.tearfund.ie](http://www.tearfund.ie)

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### Role Objective

The purpose of the **International Programme Manager** role is to lead the effective delivery of Tearfund Ireland projects and programmes. Reporting to the CEO, the Programme Manager is responsible for managing every aspect of Tearfund Ireland's international projects; securing institutional funding, building and maintaining relationships with implementing partners, ensuring effective monitoring, evaluation and reporting of all project activities, developing best practice and delivering on all compliance and quality standards.

### Position in Organisation

You will report to the CEO and become part of a cohesive Management Team within Tearfund Ireland. Internally, you will maintain collaborative working relationships with all staff. In addition to directly managing project staff, you will work closely with the Finance and Marketing Teams, as well as the Development Committee which is a sub-committee of the Board. Externally, you will represent Tearfund Ireland in all aspects of your role; to institutional donors, implementing partner organisations, network and sector peers. Tearfund Ireland is a member of the global family of Tearfund organisations and a member of the Integral Alliance.

Most key stakeholder relationships are in Ireland, therefore it is preferable for the person to be based in Dublin. Tearfund Ireland is open to the possibilities of someone holding the role from a remote location. However, this will only be considered for the right candidate once the individual compellingly demonstrates an ability to carry out the role from a remote location.

### Cultural Responsibilities

- Be personally committed to the Christian faith, fully embracing Tearfund Ireland's Christian ethos and signed agreement with Tearfund Ireland's Statement of Faith and Core Values, as contained in the Code of Ethics and Professional Conduct.
- Engage with all colleagues to build and maintain a cohesive team and excellent working relationships.
- Lead and manage direct reports, providing guidance and coaching to further develop their skills and contributions line with the organisational appraisal system
- Ensure Tearfund Ireland's ethos, values and principles are effectively communicated to all staff and partners, ensuring all projects are planned, implemented and measured consistent with these standards.
- Exemplify the values of Tearfund Ireland and model behaviour consistent with Tearfund Ireland's Code of Ethics and Professional Conduct

### Key Responsibilities

- Implement Tearfund Ireland's programmatic strategy in conjunction with the CEO, the Development Committee and the Board.
- Lead the development and outworking of Tearfund Ireland's programmatic approach (and giving input into the Programme III application)
- Embrace the Tearfund Ireland value for capacity-building of beneficiaries and partners
- Maintain and build relationships with all implementing partners, donors and co-funders, with an eye to develop new Partners where it fits within Tearfund Ireland programmatic strategy.
- Contribute to Tearfund Ireland's experience and expertise in specific programmatic areas (eg., Self-Help Groups, Care Reform\Alternative Care, Church and Community Transformation, humanitarian aid in protracted crisis, etc.) assisting colleagues in deeper understanding to advance the development of other functions within Tearfund Ireland.
- Provide information, reports and briefings to the CEO, Development Committee and Board regularly and as requested.

### Programme Development and Management

- Provide effective oversight of all Tearfund Ireland's projects and programmes, whether implemented directly or through local partners. Oversee all planning, design, implementation, monitoring and evaluation to the highest standard.
- Work collaboratively with all Tearfund Ireland staff to ensure effective management of institutional funding, budget expenditure, partner transfers, donor reports and stories of impact.
- Oversee effective outworking of Tearfund Ireland's project in Ethiopia, through managing in-country staff and implementing partners in line with donors' expectations and compliance requirements
- Coach and capacity-build staff and partners in all phases of project cycle management, including design, and embed all quality standards; continually improving with best practice.
- Work with partners and staff to provide detailed analysis and design of appropriate project interventions which will meet needs and strengthen capacity of beneficiaries.
- Support partners in the implementation of project activities, including monitoring and evaluation in accordance with requirements of Tearfund Ireland and donors.
- Identify, document and disseminate relevant project learning, with particular attention to donor reports, learning sessions and sharing stories of impact.
- Continually improve Tearfund Ireland's project management systems to provide effective tracking, reporting and dissemination of project results.

- Fully collaborate with the Project Finance & Compliance Officer to ensure compliance to all Tearfund Ireland policies, donor requirements and regulatory standards.
- Provide regular management reports on funding requirements for scheduled and desired project needs
- Ensure Programme Policy is maintained and updated regularly.

### **Donor Relationships and External Representation**

- Own and nurture Tearfund Ireland's relationship with Irish Aid; maintaining and growing relationships with all existing institutional donors, church bodies and peers.
- Access institutional funding from donors through developing high quality proposals, positive engagement and successful negotiation.
- Engage with selected networks and alliances to build relationships and collaboratively advance the efforts of Tearfund Ireland: Tearfund Family; Integral Alliance, Irish Emergency Alliance and within the Dóchas network
- Ensure data-driven, timely and accurate reports to donors in line with their particular requirements
- Represent Tearfund Ireland at various meetings with donors and sector peers as required.

### **Staff Management**

- Assist in the direction and leadership of Tearfund Ireland as part of the Management Team
- Manage Programme staff in accordance with Tearfund Ireland ethos and appraisal system, building cohesive team and positive culture.
- Liaise with other Managers to ensure collaborative approach with dotted-line relationships and/or cross-functional teams.
- Continually promote and exemplify the values of Tearfund Ireland with staff and colleagues

### **Additional**

- Acceptance and practice of all policies as provided in the Employee Handbook
- Participation in Staff activities (Training, Team meetings, prayer times, planning days, etc.)
- As we are a small organisation you may be asked to participate in other duties to assist the development of the role or the wider organisation.
- Ensure timely submission of your own relevant and required employee forms (time sheets, leave requests, expense forms, etc.)

### **Hours and Details:**

- This is a full-time role: 40 hours p/week
- Permanent, subject to a 6-month probation period
- International travel will be required, estimate 3-4 trips per year, subject to travel restrictions
- From time to time the requirements of the role may lead to longer working hours or time built up, the organisation does not pay overtime, but operates a Time-In-Lieu policy

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### **ESSENTIAL CRITERIA:**

- Be personally committed to the Christian faith, fully embracing Tearfund Ireland's Christian ethos and signed agreement with Tearfund Ireland's Statement of Faith and Core Values, as contained in the Code of Ethics and Professional Conduct.
- Fully support the Tearfund Ireland approach of working through the local church and faith-based partners.

- Have a heart for the poor and marginalised and a passion to see holistic transformation of communities and individuals.
- Appreciate that Tearfund is a development organisation, working to develop the capacity of individuals and advocating for justice.
- Have at least 3 years experience in multi-sector project management and implementation
- Experience in developing monitoring and evaluation systems
- Demonstrated experience of proposal development, report writing and project-cycle management
- Excellent organisational and administrative abilities with strong understanding of financial management
- Experience managing people and building a cohesive team, especially across different cultures
- Degree and/or equivalent qualification in relevant sector (Development, Social Work, Public Health, Agriculture).
- Experience in and commitment to capacity building, training and coaching in a cross cultural context.
- Excellent command of the English language (verbally and written)
- Willingness to travel for monitoring, evaluation and relationship building purposes (est. 3-4 times per year).
- Ability to see the big picture and have an eye for the detail

#### **DESIRABLE CRITERIA:**

- Experience of managing multiple international partners and projects, particularly in East Africa
- Awareness of Tearfund Ireland's approach
- Demonstrated experience of accessing donor funding, particularly with Irish government, Trusts & Foundations or the EU
- Eligibility to work in Ireland.
- Multi-lingual

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#### ***Application Process:***

Please submit your CV along with a short essay on:

'Why I Would Like to Have the Job of International Programmes Manager for Tearfund Ireland'.

Requirements for the essay:

- Tell us why you would like to work with Tearfund Ireland,
- Explain your understanding of how Tearfund Ireland works, what you bring to the role and how you will effectively undertake all aspects of the role
- Share with us about your interests and your faith journey

The essay should be a maximum of 500 words

Please submit the essay as a PDF document.

Submit the essay and your CV to: [enquiries@tearfund.ie](mailto:enquiries@tearfund.ie)

Application deadline is 23:59 on Wednesday 16<sup>th</sup> June

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