

ROLE DESCRIPTION

Role:	<i>Public Engagement Coordinator</i>
Reporting Lines:	Reports to Church Engagement and Education Manager
Contract:	Permanent, Full-Time (40 hours p/week), but will consider Part-Time; Subject to 6-month probation period
Salary:	circa €30,000 - €35,000 FTE
Location:	Hybrid / Dublin Office

Tearfund Ireland

Tearfund Ireland is a Christian development and relief organisation working with key partners so vulnerable individuals can overcome poverty, withstand crises, and transform their communities.

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 everyone. With our history in the evangelical Christian movement, we are committed to working alongside the Christian church and faith-based partners toward holistic transformation for individuals, families, and entire communities.

Tearfund Ireland is one of nine Tearfund organisations around the world collaborating as the Tearfund Family.

If you would like to join us and agree with our Vision, Mission and Statement of Faith see further information below. To view 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

Role Objective

Having established the strategic plan for 2025-2030, the organisation is committed to growing and resourcing our base of supporters, deepening relationships with churches, and diversifying income streams, to enable vulnerable individuals to transform their communities.

The **Public Engagement Coordinator** will be key to deepening Tearfund Ireland's relationships with churches and individuals across the Republic of Ireland. Main objectives will be to establish and lead a network of volunteers, facilitate deeper engagement in the work of Tearfund Ireland through development education workshops, raising awareness and fundraising.

Position and Person

Reporting to the Church Engagement and Education Manager, and working collaboratively with colleagues, you will be an excellent communicator with a passion for building relationships and helping people deepen their understanding of, and participation in, the work of Tearfund Ireland.

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 as contained in the Code of Ethics and Professional Conduct.
- Exemplify behaviour that is consistent with the values and ethos of Tearfund Ireland.
- Engage with all colleagues to build and maintain a cohesive team and excellent working relationships.

Key Responsibilities and Tasks

Network of Volunteers (Church Champions)

- Establish and lead a network of volunteers in supporting churches across Ireland.
- Inspire, encourage, and support church champions to grow the supporter activity within their church and community.
- Ensure all Church Champions are trained, resourced, and equipped to fully represent Tearfund Ireland in their local church community.
- Facilitate communications, resources, and promotional materials between each Champion and Tearfund Ireland.

Communications Duties

- Raise awareness of Tearfund Ireland through speaking in churches, at events, and other public fora; raising awareness of our work and inviting people to participate.
- Represent Tearfund Ireland by hosting exhibits at conferences and events.
- Continually grow awareness of Tearfund Ireland's work and invite people to participate.

Development Education Duties

- Facilitate ways for supporters to deepen their level of awareness and understanding of global issues.
- Assist with facilitation of development education workshops, seminars, and learning events.
- Increase understanding of Global Citizenship Education principles; assist in delivering workshops.

Fundraising Duties

- Contribute to growing and diversifying support base, particularly increasing networks of younger adults.
- Work closely with colleagues toward achieving annual communications and fundraising targets.

Additional

- As we are a small team you will be asked to participate in other duties to assist the development of the role and/or the wider organisation.
- Acceptance and practice of all policies as provided in the Employee Handbook
- Participation in Staff activities (Trainings, Team meetings, prayer times, planning days, etc.)
- 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, (will consider Part-Time for the right candidate)
 - The nature of the role will require evening and weekend work. Tearfund Ireland does not pay overtime but operates a Time-In-Lieu policy.
 - Permanent, subject to a 6-month probation period
 - Travel within Ireland will be required; you must hold a valid, full Irish driving licence and have access to a car
 - International travel may be required, but will be discussed in advance
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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 desire to see holistic transformation of communities and individuals.
- Have demonstrated experience in public speaking, marketing, international development, or fundraising; or be able to convincingly demonstrate how other experience will transfer into this role.
- Familiarity with the Irish Church context and culture
- Excellent ability to network, build relationships, and influence.
- Excellent communication skills, with an ability to nuance according to audience.
- Good self-awareness and emotional intelligence.
- Excellent organisational and administrative abilities.
- Good self-starter and committed to working as part of a team.
- Willingness to travel within Ireland, and potentially to project countries.
- Full valid driving licence, access to a car, and able to drive throughout the Republic of Ireland
- Educated to third level or higher and/or equivalent professional qualification in relevant discipline.
- Eligibility to work in Ireland*

IMPORTANT DETAILS:

** Please do not submit a CV if you are not legally entitled to work in the Republic of Ireland. Tearfund Ireland will not sponsor a work visa for this role.*

Tearfund Ireland is an equal opportunities employer and will not unlawfully discriminate in its recruitment, selection, or management procedures.

In accordance with Ireland's Employment Equality Acts 1998-2015, it is an occupational requirement that each staff member of Tearfund Ireland is a committed Christian in full agreement with Tearfund Ireland's Statement of Faith.

Any candidate offered a job with Tearfund Ireland will be expected to demonstrate their agreement to, and acceptance of, our policies, codes and Statements included in our Employee Handbook. For example, our Safeguarding Policy as well as our Code of Ethics and Professional Conduct, which references our Statement of Faith, Vision, Mission and Values. These signed codes and policies will be appended to the contract of employment and all employees will be expected to conduct themselves in accordance with the provisions of these documents.

The person filling this role will be interacting with members of the public, as such, any offer will be subject to Garda vetting as well as reference checks, one of which should be a church leader.

Application Process:

Please submit your CV along with a short essay on:

'Why I Would Like to Have the Job of Engagement Coordinator in Tearfund Ireland'.

Requirements for the essay:

- Tell us why you would like to work in Tearfund Ireland,
- Explain your understanding of how Tearfund Ireland works and what you bring to the role,

- Share with us your interests and your faith journey

The essay should be a maximum of 400 words

Please submit the essay as a PDF document.

Submit the essay and your CV to: enquiries@tearfund.ie

Application deadline is 23:59 on Wednesday 16th July

Tearfund Ireland's Vision and Mission

Tearfund Ireland's Vision and Mission

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.

The purpose of Tearfund Ireland is **to bring hope and demonstrate love to the most vulnerable and marginalised people through the local church** by:

- Proclaiming and demonstrating the gospel of Jesus Christ for the whole person through support of Christian relief and development.
- Working through a worldwide network of Christian partners.
- Encouraging partnership in prayer and support from Christians in Ireland.
- Seeking at all times to be obedient to biblical teaching.

Vision & Mission

Vision

Flourishing communities free from poverty and injustice.

Mission Statement

To collaborate with key partners so vulnerable individuals can overcome poverty, withstand crises, and transform their communities.

Core Values

Our Values guide us toward this mission and direct our interactions.

Christ-Centred: We are a Christian organisation, endeavouring to live our faith through loving our global neighbour and assisting others in doing likewise.

Relational: We recognise that through healthy, trusting relationships, we can collaborate more effectively, clarify misunderstandings, and strive for mutually agreed results.

Justice Minded: We believe in a world where poverty and injustice no longer have influence. Based in our understanding of faith, hope and love, and the dignity of every individual, we pursue justice for all people.

Excellence: We always strive for our best. We undertake quality development approaches, operating best-practice, maintaining high standards with professionalism and integrity.

Tearfund Ireland's Statement of Faith

Tearfund Ireland is an evangelical Christian organisation called to reflect the biblical unity of faith and life, of history and eternity, and of the proclamation and demonstration of the gospel.

1. As disciples of the Lord Jesus Christ we bear witness to the one living God, revealed through the Bible as the Father, the Son and the Holy Spirit. God's plan for the universe is to bring about, through Jesus Christ, a transformed creation wholly governed by God, from which all evil and suffering will be banished and in which God will live with redeemed humanity for ever. The presence and hope of the kingdom of God shape and motivate our mission through evangelism, compassionate service, active pursuit of justice and peace, and care for creation.
2. We bear witness to the following truths of the historic Christian faith as the pillars of our world-view, the motivation for our mission and the foundation for our commitment:

The Bible as the Word of God

The Bible tells the universal story of creation, fall, redemption and new creation, and thereby shapes our worldview. We receive it as the word of God spoken through human authors and believe it to be true and trustworthy in all it affirms. We depend upon it as the revelation of God's identity, character, purposes and actions and submit to it as supremely and uniquely authoritative for our belief and behaviour.

God as Creator

The universe is the good creation of the one living God and reveals God's existence, power and glory. Human beings are created in the image of God, male and female, in order to love, worship and obey God, to relate to one another in love, justice and compassion, and to care for creation.

Human sin

Humans have sinned by rebelling against God, rejecting God's authority and disobeying God's word and so are alienated from God, one another and the created order. Sin deserves God's judgment and leads to eternal separation from God. The effects of sin and the power of evil have permeated the fabric of cultural, economic, social, political and religious life, causing poverty and damaging the creation.

Human worth

Though distorted by sin, the image of God remains the basis of the uniqueness, dignity, sanctity and equality of all persons without distinction. God loves and cares for all people in their cultural and ethnic diversity and has reached out in grace to save them through Jesus Christ.

Jesus Christ as Lord and Saviour

Jesus of Nazareth is the Son of God, the Messiah uniquely appointed by God to bring the blessing of salvation to the world. God took our human nature in Jesus Christ, who taught and modelled the new life of the kingdom of God to which he calls his disciples. In his death on the cross he took upon himself the sin of the world, bearing its full cost and penalty so that we are put right with God through his grace by faith in Christ alone. On the cross Jesus also entered into our suffering, defeated the powers of evil and accomplished the reconciliation of all creation. In his bodily resurrection he defeated death and became the forerunner of redeemed humanity. Through his ascension he is exalted as reigning Lord, and at his return he will execute God's judgment, destroy Satan, evil and death, and establish the universal reign of God.

God the Holy Spirit

The Bible testifies to the Holy Spirit's activity both in creation and history, empowering action for liberation and justice. The Holy Spirit convicts of sin and judgment, leads to faith and repentance and unites believers to Christ, making real in them what Jesus has accomplished. Through Christ, God's Spirit is poured out on all believers enabling them to live in unity and to bear the fruit of holiness, Christ-likeness and practical obedience. The Spirit gives gifts and power to proclaim and demonstrate the gospel, discern truth, pray effectively and prevail over the forces of darkness.

The Church and God's mission

The Church stands in continuity with God's people in the Old Testament, called through Abraham to be a light to the nations, shaped and taught through the law and the prophets to be a community of holiness, compassion and justice, and redeemed through the cross and resurrection of Jesus Christ. The church exists to worship and glorify God for all eternity and is commissioned by Christ and empowered by the Holy Spirit to participate in the transforming mission of God within history.

3. God commands us to love him with all our heart and soul and strength and to love our neighbours as ourselves. Therefore, we commit ourselves through the transforming power of the Holy Spirit and in joyful obedience:
 - to live as the community of reconciled sinners in unity, humility and sacrificial Christian love,
 - to make known to all nations the gospel of God's grace through his forgiveness in Christ, calling people to faith, repentance and discipleship,
 - to demonstrate the values and the power of the kingdom of God, participating through suffering in Christ's triumph over evil,
 - to serve the needy with compassion, pursue justice and peace, and care for God's creation.

Workplace Ethos

It is Tearfund Ireland's aim to create an open system of management based on participation and mutual trust whereby every Employee feels that his or her views about the Organisation will be heard and given every consideration. We endeavour to create and maintain an organisational culture which embodies our values, reflects our shared beliefs and strives toward excellence in all we do.

Tearfund Ireland places a high priority on the holistic well-being of Employees and aims to create a workplace where individual talents appropriate to our purpose can be developed and used to the full, through training and through job enhancement. Therefore, Tearfund Ireland provides a broad range of training and development opportunities in order to ensure that leaders and individual staff are properly supported as they fulfil their part in achieving Tearfund Ireland's mission.

Volunteer Organisation

Tearfund Ireland is a volunteer led Organisation and relies heavily on these dedicated people, who do an excellent job and enable us to fulfil our ministry. Volunteers have various roles within Tearfund Ireland including determining policies in relation to how the Organisation

achieves its mission and for the delivery of programmes. Others are praying, fund raising and being involved in promotional activities directly benefiting the ongoing work of Tearfund Ireland.

The Employee Handbook is mainly intended for Employees, but the scope of some policies extends to volunteers. The Additional Policies outlined in Section E must be reviewed in conjunction with the policies in this handbook.

Code of Ethics and Professional Conduct

Purpose

The purpose of our Code of Ethics and Professional Conduct policy is to establish a culture of openness, trust and integrity in all our work practices. Effective ethics is a team effort involving the participation and support of all individuals in the Organisation in keeping with Tearfund Ireland's Vision, Mission and Ethos which seek to embody biblical values. Management and Employees must maintain conduct that is ethical, legal and consistent with the Christian standards Tearfund Ireland seeks to represent. If personal conduct is damaging to Tearfund Ireland's reputation staff may be subject to disciplinary procedures.

Tearfund Ireland is governed by our Memorandum and Articles of Association which insist that our work is carried out in accordance with our Statement of Faith as set out in the Memorandum and Articles of Association. All Employees join Tearfund Ireland on the basis that they and the Organisation share this Statement of Faith and endeavour to live based on these commonly accepted Christian standards.

Tearfund Ireland is committed to provide a safe and trusted environment, upholding dignity and respect of everyone with whom the Organisation has contact, including employees, volunteers, partners, beneficiaries, supporters and associated persons.

This policy is an important element of the overall framework within which all Employees, Volunteers and other representatives are expected to work. It sets out the standards of conduct required both in the discharge of their duties at work and outside work. These standards of behaviour and values will support high-quality services, based on high levels of personal performance and responsibility.

This policy should be read in conjunction with the Tearfund Ireland Statement of Faith, Mission and Vision as well as other policies referenced within and, in particular, the Safeguarding & PSEAH, Anti-Bribery & Anti-Corruption, Dignity at Work, Confidentiality, Data Protection, and Disciplinary Policies.

Scope

This policy applies to all prospective or current Employees, Volunteers, Directors, Contractors and Consultants and other representatives of the Organisation.

When traveling overseas, Employees and Volunteers are expected to adhere to local legislation and Codes of practice, respecting local customs at all times.

Responsibilities

All Employees and Volunteers are required to familiarise themselves with the Code of Ethics and Professional Conduct policy on joining Tearfund Ireland as part of their terms and conditions of employment.

Management have a particular responsibility to ensure Employees and Volunteers are informed, receive, sign and understand the Code when commencing their role, and receive training on the Code during induction and annual performance appraisals as appropriate.

Policy

Tearfund Ireland promotes a trustworthy and honest atmosphere to reinforce the vision, values and ethos of the Organisation.

The Organisation will avoid the intent and appearance of unethical or compromising practice in relationships, actions, and communications. No acts of harassment, discrimination or bullying will be tolerated.

All Employees will treat everyone fairly, have mutual respect, promote a team environment and avoid the intent and appearance of unethical or compromising practices. All Employees should maintain ethical values and should always act honestly and without deception.

The Organisation will act ethically and responsibly and will not accept any behaviour not in line with Organisational ethical standards. In accordance with the Organisation's Disciplinary Procedure, a breach of this policy or other rules it references may lead to disciplinary action up to and including dismissal.

Standards of Ethical and Professional Conduct

The Code of Ethics and Professional Conduct, while not aiming to cover every possible scenario, sets out key areas where standards of ethical and professional conduct must be adhered to, namely:

1. Carry out your responsibilities honestly, in good faith and with integrity, due care and diligence.
2. Support Tearfund Ireland's Vision, Mission, Values and Ethos.
3. Treat others with dignity, honour and equal value, respecting the diversity of cultures, backgrounds and experiences.
4. Support the Organisations' commitment to Safeguard Children, Young people and Vulnerable Adults from Harm.
5. Avoid personal conflicts of interest, inside and outside of the workplace.
6. Protect confidential information and avoid the misuse of information.

1. Carry out your responsibilities honestly, in good faith and with integrity, due care and diligence

In addition to compliance with applicable laws and regulations, we expect all Employees and Volunteers to hold themselves to the highest standards of ethical conduct. We strive to treat everyone in a fair, ethical and non-discriminatory manner and work to achieve superior services, never through unethical or illegal work practices.

Each Employee and Volunteer has an individual responsibility to protect the Organisation's good reputation and share the Organisation's Vision, Mission and Ethos. Each Employee is required to refrain from acting in a manner which he or she knows, or suspects, is illegal, improper, dishonest or in contradiction with our Vision, Mission and Ethos. Staff members, Volunteers, Directors and Consultants are also required, in the conduct of their work, to take all reasonable steps to ensure that the Organisation complies with its legal and regulatory obligations.

The personal conduct of Employees, Directors and Volunteers, both within and outside formal working hours, should be consistent with the Christian standards that Tearfund Ireland seeks to represent. If at any time personal conduct is damaging to Tearfund Ireland's reputation staff may be subject to Tearfund Ireland's disciplinary procedures.

Whether personal conduct is dealt with under a formal procedure or not the manner in which it is dealt with is just as important as addressing the issue itself. Tearfund Ireland's reputation will just as easily be damaged by harsh and uncaring treatment of its staff as reluctance to deal with the issue. All Employers have a duty to act reasonably. Tearfund Ireland, as a Christian employer, endeavours to balance professionalism with compassion and grace while not shying away from difficult and firm decisions.

Bribery and Corruption

Employees are not to commit acts of bribery or corruption neither for personal or Organisation use or gain in line with the Organisation's Anti-Bribery and Corruption policy.

Employees should not knowingly or recklessly be involved in, or do any of the following:

1. Offer, give, demand or accept any bribe or other improper advantage.
2. Participate in any dishonest or deceptive activity, including in relation to any selection, certification, approval or management process.
3. Provide, conceal, or approve work, materials, equipment or services which are not of the quality and quantity required under contract.
4. Provide false, inaccurate or misleading information.
5. Dishonestly withhold information.
6. Make or submit false, inaccurate, misleading or exaggerated records, invoices, claims, applications for variations or extensions of time, or requests for payment.
7. Dishonestly refuse or fail to approve, or delay in approving, work, materials, equipment, services, invoices, claims, applications for variations or extensions of time, or requests for payment.

Such behaviour is at odds with the values and ethos of Tearfund Ireland. Please consult the Anti-Bribery and Corruption Policy for further details.

Alcohol & Drug Free Workplace

It is the policy of the Organisation to adhere to the Safety, Health and Welfare at Work Act, under which Employers are obliged to provide a safe workplace for all Employees.

Tearfund Ireland maintains a no-alcohol standard when on Tearfund Ireland business. Please consult the Organisation's Drugs and Alcohol Policy for further details.

Violence at Work

Workplace violence occurs where people, in the course of their Employment, are aggressively verbally abused, threatened or physically assaulted.

Under the Safety, Health and Welfare at Work, Employers are under an obligation to create a safe work environment for all Employees. Further, such behaviour is at odds with the values and ethos of Tearfund Ireland. For these reasons, the Organisation does not tolerate workplace

violence.

Employees have a responsibility not to endanger themselves or any other person they may reasonably be expected to come in contact within the course of their Employment.

Where there is a suspected incident of violence at work, this will be investigated in accordance with the Organisation normal disciplinary procedures. Violence at work is considered gross misconduct and may result in summary dismissal.

2. Support Tearfund Ireland's Vision, Mission, Values and Ethos

Each Employee, Director and Volunteer has an individual responsibility to share the Ethos of Tearfund Ireland and protect the Organisation's good reputation.

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. Staff and representatives are expected to promote and pursue good relationships with all those with whom they work, recognising the inherent worth of each individual as made in God's image.

Christian standards

Tearfund Ireland presumes that staff will prioritise their ongoing spiritual development and are strongly encouraged to participate wholeheartedly in the life of a local church wherever possible. Staff are expected to reflect the centrality of God in their work through a commitment to spiritual practices such as prayer, Bible reading and reflecting theologically on our work. Staff are actively encouraged to participate in regular devotions with colleagues as well as conduct themselves in accordance with Tearfund Ireland's values and Statement of Faith as set out in the first section of this handbook.

Any flagrant disregard for Tearfund Ireland's values may be seen as a disciplinary offence. As with any disciplinary investigation, Employees will be treated with grace and dignity as the circumstances are considered, e.g.:

- the severity of the perceived misconduct,
- the frequency, whether it is an isolated incident or a repeated behaviour,
- any mitigating circumstances, e.g. personal issues,
- the Employee's level of responsibility within Tearfund Ireland, i.e. connection with, supporters, partners and/or visibility in the Christian community,
- Christian maturity and understanding.

Personal conduct outside working hours

Personal conduct outside working hours would be a concern and may be regarded as a disciplinary issue where:

- it leads to a breach of the mutual trust between Employer and Employee,
- it renders the Employee unsuitable for the type of work they do,
- it is contrary to Tearfund Ireland's ethos,
- it is damaging to the reputation of the Organisation,
- it affects the performance of the Employee in their particular role.

In evaluating the impact of personal conduct an important question to ask is: To what extent will personal conduct have an adverse effect upon:

- Tearfund Ireland's standing in the Christian community and our relationship with supporters
- Tearfund Ireland's standing with Christian partners in the developing world where personal conduct is intensely important to the effectiveness of our on-going relationships and the impact of our work overseas,
- Tearfund Ireland's legal, moral and stewardship obligations to protect its good name and reputation.

Our Motivation

As Christians we believe that God calls us to whole-of-life Christianity and to live out our faith as salt and light in the world we live in. Tearfund Ireland is a leading voice on issues of social justice and is a vehicle by which individual Christians and churches can actively engage in responding to extreme poverty and injustice overseas.

Working through the church community, we are committed to seeing lasting local change and whole communities lifted out of poverty. When disasters strike, we respond quickly doing everything we can to protect the most vulnerable.

Shared Commitment

All employees are expected to share personal commitment and agreement with Tearfund Ireland's Statement of Faith and its Mission, Vision and Values as set out in the first section of this Handbook (pp.5-8). Your acceptance of this Handbook, demonstrated by signature, includes your agreement with these fundamental statements. Please also consult the Additional Policies (Section E) of this handbook for further information.

3. Treat others with dignity, and respect the diversity of cultures, backgrounds and experiences

We embrace diversity and celebrate the perspectives which come through different cultures. We recognise these differences reflect the creative purposes of God and humbly strive to learn from one another. Working toward flourishing communities, we treat each person with dignity, respect and honour. We prohibit discrimination, harassment, bias or prejudice in our workplace and against our workforce based on gender, civil status, family status, sexual orientation, age, disability, race, religion and membership of the Traveller community.

A respectful work environment has no place for harassment/sexual harassment or bullying. The Organisation's policy is to not tolerate harassment of any kind or bullying in the workplace or in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Please consult The Organisation's Dignity at Work – Anti Bullying, Dignity at Work – Anti-Harassment and Sexual Harassment policies for further details.

We provide equal employment opportunities without discrimination on the basis of any characteristic protected by law. The Organisation is committed to a work environment in which all individuals are treated with respect and dignity, regardless of protected characteristics.

Please consult The Organisation's Equal Opportunities and Diversity Management policies for further details.

4. Support the Organisations' commitment to Safeguard Children, Young people and Vulnerable Adults from Harm.

Tearfund Ireland has a zero-tolerance approach to illegal, exploitative, or abusive behaviour which risks the safety or well-being of children, young people and vulnerable adults.

We recognise the dignity and rights of all children, young people and vulnerable people and are committed to their protection and support.

All Employees, Volunteers and any who represent Tearfund Ireland must adhere to the standards set out in our Safeguarding and Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) policies. Every Employee, Director, Volunteer and Consultant representing Tearfund Ireland must be read and demonstrate their acceptance of these policies by signing the declaration at the end of the Handbook. These policies are available in the Additional Policies (Section E) of this Handbook

5. Avoid personal conflicts of interest, inside and outside of the workplace

The Organisation aims to safeguard its impartiality at all times by actively avoiding conflicts of interest and conflicts of loyalty.

A conflict of interest arises when personal, commercial or political associations or interests inappropriately affect our judgement or actions when performing our duties.

A conflict of loyalty is deemed to exist where an Employee or a Board member may be involved in decisions and may be (or perceived to be) potentially influenced by considerations other than the best interests of the Organisation. Conflicts of loyalty may be sufficiently serious to amount to conflicts of interest.

Outlined below is a non-exhaustive list of the main types of situations in which conflicts may arise and the Organisation's expectations of Employees in such situations. Please refer to the full policy on Conflicts of Interest and Loyalties in (Section E) of this Handbook.

Receiving or being offered hospitality or gifts

The receipt of gifts or hospitality from third parties has the potential to create a conflict of interest.

From time to time you may be offered gifts from a supporter, Organisation or person looking to partner with us. If a church or individual gives a staff member a 'personal' gift or donation it should be submitted to Tearfund Ireland. This money will be disbursed by management for the benefit of the Organisation.

Commercial and private business affiliations

Employees and Board Members should avoid being affiliated with any commercial or private

business which may influence, or which could be seen to influence, the impartial discharge of an Employee's duties. Employees should avoid dealings with businesses with whom they have family or friendship relations, which could give rise to an actual, potential or perceived conflict of interest. In such circumstances, at a minimum, the staff member should disclose such relationship to the CEO and should exclude themselves from relevant decision - making processes. Similarly, Board Members should follow the guidance in the Corporate Code of Governance in relation to potential conflicts of interest.

A staff member wishing to undertake secondary employment (including occasional or part-time work and any self-employment) must receive prior written approval from the Organisation.

Political affiliations

Tearfund Ireland is a non-political organisation and Employees should guard their political position at all times. Employees should not engage in any activity, which may, by virtue of their employment in the Organisation, call into question this apolitical status or which might result in the Organisation's name being brought into any political or public controversy.

Post-employment conflicts of interest

Employees who are intending to leave the Organisation to take up alternative employment, self-employment or business are required to provide early notification to management when a conflict of interest arises, or might be perceived to exist, between those duties held in the Organisation and those to be undertaken within the new employment arrangement. In such circumstances, the Organisation may assign alternative tasks to the individual while their notice period is being served. The notice period may be lengthened in excess of the contractual or statutory notice period (by mutual agreement only) where the Organisation or the Employee considers it appropriate to create a suitable 'cooling off' period.

6. Protect confidential information and avoid the misuse of information

Trust is essential to our success. Supporters, suppliers and companies with whom we work, trust us to be good stewards of their information, whether that information relates to financial, personal or business matters.

All Employees, Directors and Volunteers have a duty to protect confidential information and to take precautions before sharing it with anyone, inside or outside the workplace. Before disclosing confidential information:

- Be sure you are permitted to do so, under applicable law, regulations, and Organisation policies or procedures.
- Disclose it only to those who are authorised to receive it and who need to know it to do their job.
- Obtain an Organisation approved confidentiality agreement, nondisclosure agreement or other agreement with appropriate Organisation approved privacy clauses, if required, when sharing it with someone outside our Organisation.
- Make sure the recipient knows that the information is confidential, and any restrictions related to its use or dissemination.

Employees and Volunteers are prohibited from using the Organisation's equipment, software or e-mail and social media platforms to engage in activity that is illegal under local or international

law or that encourages conduct that would constitute a criminal offence. Further This includes viewing, downloading, creating, distributing or saving in any format, any material that victimises, exploits, intimidates or harasses any individual or group or encourages extremism. This includes but is not limited to adult or child pornography.

The Organisation has a Confidentiality Policy which must be adhered to, by all Employees, Directors, Volunteers and Consultants. Please consult the Additional Policies (Section E) of this handbook for further information.

Report wrongdoing or any activity that can pose a threat to others

The Organisation is committed to encouraging and protecting staff members who raise concerns about breaches of this policy or other policies it references. All Employees have an obligation to report concerns of suspected or confirmed wrongdoing whether these have already occurred, continue to occur, or may occur in the future.

The Protected Disclosures ('Whistleblowing') Policy, included in Section E, outlines a safe and confidential process for Employees to raise concerns.

Enforcement

Our Staff are expected to lead by example and create a culture which facilitates adherence to this Code. They are the first point of contact for questions about the principles and are expected to take responsibility for ensuring that all Employees are aware of, understand and abide by this Code of Ethics and Professional Conduct.

Every Employee is responsible for alerting of actual or potential violations of this policy. Tearfund Ireland treats all alerts and reports of actual or potential violations with appropriate confidentiality.

Non-compliance with this Code of Ethics and Professional Conduct is taken seriously, and any claims or wrongdoing will be investigated and remedied. Failure to comply with this policy may lead to disciplinary action in accordance with internal disciplinary procedures, up to and including termination of employment.

All Employees will be expected to demonstrate their acceptance of this Code of Ethics and Professional Conduct by signing the Employee Acknowledgement Form at the end of this Handbook.

All Directors, Consultants and Volunteers will be expected to abide by this policy through all their involvements on behalf of Tearfund Ireland and will be asked to sign a declaration confirming their acceptance.