



**Job Title:** Project Manager, Suas Volunteer Programme

**Location:** Dublin 2

## Overview

Our mission is to support quality education in Ireland and the global south by working with our partners to develop, deliver, monitor and evaluate quality education programmes. These programmes run in some of the most disadvantaged urban areas in India and sub-Saharan Africa, extend to under resourced inner city areas in Ireland, and are connected by our work with third level students in the areas of volunteering and development education.

We promote quality education for all by providing short-term volunteers, financial and technical support to our partner schools and NGOs in India, Kenya and Zambia. In Ireland we support young adults to engage with social change through service-learning programmes, including our immersive Volunteer Programme (VP) and our Literacy Support Programmes, thereby developing their team and leadership skills.

The Volunteer Programme supports our vision as volunteers develop their leadership and team work skills in a way that will enable them to work for positive social change in the longer term beyond the programme. The programme introduces the young people of Ireland to service learning and the impact it can have on their lives. During the programme, the children benefit educationally from having volunteers work with them in their classrooms, and the volunteers learn through cultural exchange and service to others.

## General Description of the Role

The programme project manager is a key member of the volunteer programme team responsible for working with the team to develop service leadership potential in young people in a way that empowers, motivates and influences them to effect positive change both during and after the programme. The role supports the delivery and development of individuals and teams to ensure a valuable learning experience and service to our volunteers and overseas partners, with an emphasis on the educational development of the children. The role has a significant project and programme management component. This person will have a strong people orientation, and the ideal candidate will be someone who is looking for a people centric role and a substantive challenge in their life at present. They will be an excellent fit with the Suas vision, mission and values.

Due to the nature of the work, there will be out of hours and weekend activities especially during college term time (approx 10 weekends per year). The role is based in Dublin with approximately 4 weeks of overseas travel throughout the year.

## Key Accountabilities

### Project Management

Project management is a key element to this role. The role will enable the jobholder to further develop their existing project and programme management skills in a supportive environment. Key elements include

- Manage the logistics of the volunteer programme including the processes around programme marketing, recruitment, training, travel, accommodation and transport.
- Project manage the preparation and delivery of volunteer training weekends so that they are delivered to a high quality and inspire, challenge and develop the volunteers and coordinators.



## Suas Educational Development

- Maintain all VP support documentation, policies and procedures to ensure ready and up to date content is available as and when it is required during the programme, eg., Project Initiation Document, Handbooks for Health Safety and Security and Incident Management Planning.
- Liaise with the Incident management support team who provide professional services to the programme, eg., medical advisor, counsellor, crisis communications, leadership development, etc.

### **Individual and Team Management**

- Managing and coaching volunteer coordinators and volunteer teams.
- Provide logistical, emotional support to coordinators
- Oversee personal/professional development plans tailored to coordinator needs. Providing regular feedback and support.

### **Training Design and Delivery**

- Design and deliver high quality and engaging training sessions to ensure the achievement of learning objectives for participants in the preparation phase of the programme.

### **Programme Development**

Suas has significant ambitions for this programme, so it is essential that each team member brings the ability to continually evaluate and develop programme processes and content. The areas for development include:

- Develop training weekend frameworks with the VP team and consult key external informants to the design process and content that ensures that Suas VP is at the leading edge of personal, leadership, social change and service.
- Continually review and update all VP support documentation to ensure it is consistent with all preparation and programme content, and that it is in line with current legislation.
- Support the Programme with the research, design, development and piloting of new processes that might be introduced each year.

## Experience, Skills and knowledge

### ***Essential***

- Experience in project management roles.
- Broad range of experience working with groups and developing and facilitating teams.
- Experience working or travelling extensively in the global south.
- High attention to detail.
- Excellent interpersonal skills and ability to create effective and trust based relationships and partnerships with a range of stakeholders.
- Directive and facilitative management skills to be adopted as needed.
- Knowledge of team processes.
- Strong task and results orientation. Able to develop structured project plans and supporting processes.

### ***Desirable***

- Experience working in a development/education based organisation.
- Experience managing team leaders and their teams to lead by example in delivering the programme.
- Experience working with young adults (aged 18-25).



## Qualifications

### **Essential**

- Bachelor degree or equivalent in experience.

### **Desirable**

- Masters/postgraduate degree in project management, education, international development, leadership studies.

## Personal Profile

- Passionate commitment to addressing educational disadvantage through service to our partners.
- High level of emotional intelligence, self-awareness and personal integrity with the ability to empathise and connect with others.
- Commitment to social justice and change, personal leadership and development.
- High level of commitment and openness to personal learning; incorporating feedback and developing their own management and leadership skills.
- Ability to bring warmth, openness and enthusiasm to the role and play an active part in healthy working environment.
- Bring a caring and pragmatic approach to being sensitive to the needs of others, with an ability to react, adapt and re-prioritise in a dynamic environment.
- Bring creativity and flexibility to the role and be able to think on their feet.

**Contract:** 1 year

**Salary range:** 32-36K (DOE)

**To Apply:** Send a CV and cover letter (addressing your experience in relation to the key accountabilities) to [hr@suas.ie](mailto:hr@suas.ie).

**Deadline to Apply:** Midnight, Wednesday September 12<sup>th</sup>. Applications will be processed on a rolling basis.