



## JOB DESCRIPTION – STAND General Manager

<b>Job Title:</b> STAND General Manager	<b>Location:</b> Dublin
<b>Reports to:</b> Suas Board of Directors	<b>Theme:</b> Global Citizenship Education

### SUAS BACKGROUND

Suas Educational Development is an ambitious, education-focused social change organisation that supports programmes in Ireland, India, Kenya and Zambia. Our vision is a world where all young people are given the opportunity to realise their full potential in life and go on to create positive change in their society. We have two main strands of work: we work with partner schools and organisations to improve literacy outcomes for children in disadvantaged communities, and we also seek to increase third-level students' awareness, understanding and action on a range of development issues including education.

We are at an exciting stage in our development and are looking for a General Manager to lead the STAND programme as it builds on its achievements in the third level sector in Ireland. STAND supports third-level students to progressively engage with global justice issues through various activities including a news website, an arts festival, an evening course and action learning/volunteering programmes in Ireland and overseas. We run our activities in collaboration with staff and students at third-level campuses across Ireland and the Union of Students in Ireland (USI).

We are Irish Aid's strategic partner for our global citizenship work in the third-level sector in Ireland with an overall programme budget of approximately €500,000. We also hold a contract with the Department of Foreign Affairs and Trade whereby we provide staff to assist with the delivery of the Irish Aid public awareness programme.

### I. JOB SUMMARY

The STAND General Manager (GM) reports directly to the Suas Board of Directors. The incumbent is responsible for leading programme development and delivery, fundraising partnerships and representation. The GM leads and directly manages a team of Project Managers to ensure quality programme implementation. He/she is also responsible for ensuring effective financial management, reporting and donor compliance in close collaboration with the Suas GM as part of a power sharing executive.

### II. SUPERVISORY AND ADVISORY RESPONSIBILITIES

#### (A) DIRECT REPORTING LINES

The STAND General Manager will directly manage 4 staff who in turn manage an additional 5 staff currently.



### III. RESPONSIBILITIES

Time%

In accordance with Suas approved policies and procedures, the employee:

1.	<p><b>Programme Strategic Planning, Development and Delivery</b></p> <ul style="list-style-type: none"> <li>• Oversees all STAND related programming across all strategic outcome areas; ensuring alignment with the Organisation’s Strategic Plan and programmatic theories of change.</li> <li>• Provides joint leadership with the Suas General Manager, in support of the Board of Directors, on developing and implementing the Strategic Plan.</li> <li>• Ensures that the programme team fully understands the STAND programme goals and objectives as outlined in the Strategic Plan.</li> <li>• Develops annual operational plans to guide the implementation of the Strategic Plan.</li> <li>• Leads on all proposals and new programme development.</li> </ul>	25%
2.	<p><b>Programme Quality, and Reporting</b></p> <ul style="list-style-type: none"> <li>• Oversees the internal monitoring, evaluation and learning system of STAND.</li> <li>• Is accountable for adherence to Suas programme standards in programme design and implementation.</li> <li>• Ensures compliance with donor requirements and leads on reporting to donors.</li> <li>• Together with the programme team, regularly reviews programme implementation against programme plans and identifies strategies to address potential bottlenecks and implementation issues.</li> <li>• Ensures the highest technical quality of the STAND programme and identifies opportunities for innovation and integration of best practices.</li> </ul>	25%
3.	<p><b>Partnership, Fundraising, Representation and Collaboration</b></p> <ul style="list-style-type: none"> <li>• Together with the Board of Directors, provides leadership on collaboration and networking with other civil society organizations, government and other relevant institutions to enhance Suas visibility and programme activities.</li> <li>• Is accountable for the effective management and stewardship of existing programme partnerships including donor relationships.</li> </ul>	15%



	<ul style="list-style-type: none"> <li>Ensures ownership of the programme by local partners and stakeholders.</li> </ul>	
4.	<p><b>Financial Management</b></p> <ul style="list-style-type: none"> <li>Is accountable for the financial performance and compliance of the programme budget.</li> <li>Oversees, together with the Finance team, the budget planning processes to ensure that funds are available and expended according to procedures and plans.</li> <li>Ensures that programmes operate within approved budgets and coordinates with the relevant stakeholders to seek necessary clarifications and pre-approvals of any major budgetary revisions.</li> <li>Coordinates with the Finance Team and the Suas General Manager to ensure the preparation and presentation of the management accounts to the Board of Directors at all Board meetings.</li> </ul>	15%
5.	<p><b>Team Management, Compliance and Capacity Building</b></p> <ul style="list-style-type: none"> <li>Acts as a key member of the Senior Management Team of Suas.</li> <li>Ensures that the programme team have a clear understanding of their roles, responsibilities and accountabilities; supported by clear job descriptions to ensure quality performance.</li> <li>Conducts programme staffing needs assessments, presents recommendations to the Board of Directors and leads in the recruitment of the programme team.</li> <li>Facilitates the capacity building of programme team to ensure they have the appropriate skill levels for their positions and are developing to their full capacity; provides the necessary feedback to the programme team and completes their performance appraisals.</li> <li>Provides direct support to the programme team in the form of systems and tools.</li> <li>Develops and strengthens the programme team's understanding of project cycle management.</li> </ul>	15%
6.	Performs other duties as assigned.	5%

#### IV. MINIMUM QUALIFICATIONS (Must have)

##### (A) EDUCATION/TRAINING/CERTIFICATION

- A relevant 3rd level qualification (e.g. Management, Community Development, Social Science or Social Care, International Development, Development Education).



#### **(B) EXPERIENCE**

- At least 3 years' experience of leading a multi-disciplinary team
- Proven experience in project planning, proposal development, report writing, resource mobilization, networking, partnership-building and working with NGOs and with institutional donors.
- An individual is required who combines strategic vision and a deep understanding of, and connection to, the objectives of the programme with the ability to motivate and effectively lead the team. Previous experience in the voluntary or charitable sector would be an advantage but is not essential.

#### **(C) COMPETENCIES / PERSONAL ATTRIBUTES**

- The ability to combine strategic vision with a practical hands-on approach to day-to-day management of all aspects of the operation
- A good understanding of the unique challenges within the community and voluntary sector
- Excellent interpersonal and communication skills to build rapport with staff, partners, donors and other key stakeholders
- Excellent leadership and organizational skills and ability to multi-task on a constant basis
- Ability to work under pressure, meeting deadlines in a fast-paced fluid environment
- Creative and flexible with problem-solving skills
- Ability to confidently represent oneself and STAND externally including with government and donors

#### **(D) TECHNICAL SKILLS**

- Strong MS Office and programme management tools and procedures
- Budgetary control and financial management, including ability to read and understand financial data
- Project management skills
- Understanding of Development Education / Global Citizenship Education

#### **V. DESIRED QUALIFICATIONS (An Asset)**

- Experience in quality improvement
- Experience of working with the third level sector

#### **VI. TO APPLY**

Applicants can apply by submitting a CV and cover letter to [hr@suas.ie](mailto:hr@suas.ie). The closing date for applications is **24<sup>th</sup> July 2020**. Applications will be reviewed on a rolling basis. Candidates must be legally entitled to work in Ireland at the time of application. We regret to inform you that we are not in a position to respond to all candidates and will only respond to shortlisted candidates.