

JOB DESCRIPTION

Job Title: STAND Activities Manager	Location: Dublin
Reports to: STAND General Manager	Salary scale: €30,000-35,000

OVERVIEW OF SUAS

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.

STAND is an initiative of Suas. It 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.

SUMMARY OF JOB ROLE

The purpose of the **STAND Activities Manager** role is to contribute to the achievement of STAND goals by managing the design and delivery of a range of STAND activities including the STAND Student Festival, Global Issues Courses and the Ideas Collective. Each activity builds on the other activity and provides students with an opportunity for progressive, deeper engagement with global justice issues.

The **STAND Student Festival** is run by students, for students, at campuses across Ireland every autumn, using award-winning photography, films and events to raise awareness about the burning issues shaping the world around us.

The **Global Issues Course** is a six-week introductory-level evening course hosted on seven university campuses each spring, which provides students with an opportunity to develop their knowledge and understanding of global justice issues and their awareness of ways to take action.

The **Ideas Collective** provides students with ideas for social or environmental action with the opportunity to develop, implement and learn from action projects over the course of three months each summer.

The STAND Activities Manager will work closely with student volunteers and independent contractors and facilitators to design and deliver these activities.

MAIN RESPONSIBILITIES AND DUTIES

PROJECT MANAGEMENT

1. **Manage the design, development and delivery of the STAND Student Festival, Global Issues Courses and Ideas Collective**

STAND Student Festival

- Coordinate the design and development of the festival programme.
- Recruit, train and work with a team of student coordinators and volunteers to design and deliver the STAND Student Festival in 7+ campuses.
- Manage the creation of the festival exhibition and the event planning process for the festival programme.
- Manage the implementation of the festival on 7+ campuses on an annual basis including liaising with key stakeholders to organise launches, book venues, host events, etc.

Courses

- Recruit, train and work with a team of student coordinators to organise and deliver the courses on 7 campuses.
- Engage STAND facilitators to develop and deliver course content.
- Manage the implementation of the courses on 7+ campuses on an annual basis including all communications with coordinators, facilitators and participants, booking venues etc.
- Support interested SU officers to implement mini-courses on their campus.

The Ideas Collective

- Engage STAND facilitator(s) to develop and deliver programme content.
- Manage the implementation of the programme on an annual basis including all logistical planning and communications with the facilitator(s) and participants.

All

- Liaise with and support the STAND Student Engagement and Marketing Manager in the design and implementation of an overall engagement strategy and individual marketing campaigns to support student participation in the various activities.
- Monitor progress towards key programme targets and ensure activities are delivered within budget and on schedule.
- Monitor and evaluate activities in line with the STAND monitoring and evaluation framework and contribute to the preparation of programme reports as required.

ORGANISATIONAL DEVELOPMENT

- 2. To promote overall organisational development by contributing to programme plans and funding applications and supporting the implementation of organisational development initiatives.**
- 3. To inform the delivery of all STAND activities by coordinating with relevant staff members and inputting at key stages as feasible/appropriate.**

PERSON SPECIFICATION

Essential

- Qualification in Development or Education, or equivalent in work experience
- Minimum three years' experience working in a project management role
- Knowledge and understanding of development education aims, methodologies and content
- Experience of implementing development education programmes and events with success
- Experience of working collaboratively with various stakeholders & with young adults (18-30)
- Excellent communication skills (written, verbal, presentation) including attention to detail
- Excellent interpersonal skills and ability to operate as part of a team
- Excellent project management skills and ability to multitask and work to deadlines
- Tech literate

Desirable

- Experience of designing development education programmes
- Experience of using Content Management Systems (such as Wordpress and Salesforce)
- Experience with desktop publishing and graphic design

TO APPLY

To apply, please send your **CV and cover letter** to hr@suas.ie by **Thursday 15th October 2020 at 5pm**. For informal queries regarding the role only, please contact Joanne Mulligan at joannemulligan@stand.ie

Applications received after the closing date will not be considered. Only those applications shortlisted will be contacted.

Interviews will take place week commencing 19th October 2020. Second-round interviews may also be held.