

Afri (Action from Ireland) Coordinator

Job Description

About Afri (Action from Ireland):

Afri is a small but prominent peace and justice organisation in Ireland, in existence since 1975. Afri has an office in Dublin but works around the country and with international partners as appropriate and as time and opportunities allow. Afri's vision is of a just, peaceful, equal and sustainable world. Key areas of work identified in the current strategic plan include: 1) militarisation and peace, 2) food sovereignty, 3) climate change and climate justice, and 4) migration, refugees and homelessness. Working with partners and on issues linking Ireland to the Global South has always been a particular strength and focus of Afri.

Afri seeks to educate and influence society and political leaders on issues in its core areas through events and publications. It has a full calendar of events which take place on a yearly cycle and, in addition, organises one-off events and publications according to need and opportunity. Development education and global citizenship education at secondary level is just one of the key pieces of our work. While a certain amount of financial support comes from regular donors, fundraising for project work is a significant necessity.

Afri has never been afraid to speak its mind and to confront uncomfortable truths—but it always tries to do so in a respectful way and while being prepared to engage in dialogue and learn. It is a multifaceted organisation which has been a key part of opposing war and striving for peace, justice and sustainability for the best part of fifty years. Afri never rests on its laurels but is always seeking to support peace and social justice through both sustained and innovative programmes.

Afri's Strategic Plan is available at <https://www.afri.ie/wp-content/uploads/2018/09/Strategic-Plan-.pdf>. The Strategic Plan for 2018-23 has been extended to early 2025 to allow the new coordinator who is appointed in 2024 to be involved in formulating the next Strategic Plan together with the Afri Board. Afri is a company limited by guarantee, not having a share capital, with charitable status.

The role of Afri Coordinator:

The post of Coordinator is one of only two permanent full-time posts in the organisation though other people are contracted, as needed, to do particular tasks. The Coordinator is responsible to an Executive Committee or Board which has around ten members and meets on average every two months to review and set the direction of the work. The Coordinator also relates to the wider Afri constituency including people who attend events, like-minded individuals and groups, and a support network of people who assist as musicians, artists and in other ways, or financially.

The Coordinator is responsible, along with the Administrator, for both realising the organisation's plans and ensuring that day-to-day running goes smoothly. Concentrated and dedicated work is required at times while always thinking ahead about other programme possibilities. This requires an ability to maintain the unique culture that distinguishes Afri, to

think strategically as well as close cooperation and trust between staff, the Board, partner organisations and Afri supporters. It is anticipated that the new Coordinator will be able to work remotely for a certain amount of the time, but the job also entails face to face interaction with funders, supporters, programme participants etc., and those opposing war and working for peace, justice and sustainability in a broader setting.

Main areas of responsibility:

Area	Actions
Strategic planning, development, and networking	<ul style="list-style-type: none"> • Lead the development of regular Strategic Plans to guide the fulfilment of the objectives and mission of Afri in human rights, peace and sustainable development • Identify new campaigns and areas of work for Afri in conjunction with the current Strategic Plan • Overall responsibility for monitoring, review and delivery of Afri Strategic Plans • Maintain and deepen Afri's strategic alliances and partnerships with like-minded organisations in human rights, peace and sustainable development in both Ireland and the Global South.
Events	<ul style="list-style-type: none"> • Coordinate the organising of annual Afri events such as Féile Bríde, the Doolough Famine Walk and the Hedge School in conjunction with the relevant strategic partners • Maintain and develop these strategic partnerships with third-level institutions, community groups and religious organisations
Development education/global citizenship education	<ul style="list-style-type: none"> • Support the implementation of the Afri development education/global citizenship education programme and maintain strategic partnerships with secondary schools • Monitor, evaluate and revise the Afri development education/global citizenship education programme as needed
Campaigns	<ul style="list-style-type: none"> • Develop and support campaigns on specific issues in human rights, peace and sustainable development in conjunction with the Afri Strategic Plan and Afri values • Cooperate with other solidarity and campaigning organisations on these issues in both Ireland and the Global South.
Research and publications	<ul style="list-style-type: none"> • Facilitate research and publications by Afri on relevant areas of Afri work such as development education/global citizenship education and campaigning
Fundraising	<ul style="list-style-type: none"> • Secure diversified sources of funding for Afri in conjunction with a fundraising plan • Maintain relationships with current funders and develop new sources of funding • Ensure funding applications and reports are submitted to donors
Communications and public engagement	<ul style="list-style-type: none"> • Maintain and build upon Afri's strong public profile • Engage with the media and act as media spokesperson for Afri • Produce press releases on behalf of Afri as required • Ensure that the Afri website is maintained and developed • Support the production of videos of Afri events and campaigns • Facilitate Afri's presence on social media
Governance and	<ul style="list-style-type: none"> • Meet regularly with the Afri Board to discuss Afri strategy, policy and

management	<p>operations</p> <ul style="list-style-type: none"> • Provide an Annual Report for the Annual General Meeting of the Board • Ensure that Afri satisfies the compliance standards of the Charities Regulator • Coordinate with other members of Afri staff to achieve planned work and objectives • Facilitate cooperation between staff, Board members, partners and supporters
Financial management	<ul style="list-style-type: none"> • Report on finances and major risks to the Board • Oversee the development of annual budgets and financial planning • Ensure that annual audited accounts are provided to the Board, donors and regulators as required
Other	<ul style="list-style-type: none"> • Other relevant duties as agreed in consultation with the Board.

EXPERIENCE AND PROFILE: While the criteria below have been identified for this role, if you do not fit them all and feel strongly that this job is the right match for you, we encourage you to apply. We encourage and welcome applications from people with a wide range of backgrounds.

1. Experience

- Experience of managing or leading within nongovernmental organisations or grassroots movements, including programmes, people, resources, governance and financial management
- Experience of working to change policy and/or public opinion around issues linked to peace and anti-militarisation, human rights and sustainable development in Ireland and the Global South
- Experience of development education/global citizenship education programmes and interest in developing and strengthening Afri's thriving development education/global citizenship education work
- Experience of managing and strengthening donor relationships including with governmental, philanthropic, European Commission and other funders; experience of developing and leading funding diversification strategies

2. Knowledge and Skills

- Demonstrated ability to lead an organisational strategic planning process, and the skills to build on Afri's long history to shape the organisation's vision for the coming years
- Strong knowledge of Irish society, politics and the NGO and community/voluntary sector
- Strong knowledge and skills in areas of peacebuilding, anti-militarisation, human rights, ecological sustainability, and the role of development education and global citizenship education in supporting transformative change
- Excellent event organisational skills, along with strong hosting and/or facilitation skills, e.g. the energy and sensitivity to stimulate discussion, openness, and connection among the people and audiences with whom Afri works

3. Personal Qualities

- Demonstrated commitment to issues of peace, social justice and sustainable development through formal training (e.g. a degree in any relevant subject) and through participation in voluntary initiatives
- Integrity and commitment to having an impact and creating change through your work
- Ability to embrace difference, work professionally and engage respectfully with people with different views and lived experience
- Excellent relationship-building and collaboration skills, with a talent for connecting people and ideas
- Discretion and respect for confidentiality
- Ability to work in a small team and within the financial constraints of an NGO

Terms & Conditions:

- Contract: Permanent (subject to funding)
- Probation: 9 months
- Salary: €47,000 - €53,000
- Working week: 5-day week
- Working hours: 35 hours per week– the role sometimes requires work outside normal working hours with a provision for flexible working hours or time in lieu to compensate for such work
- Annual leave: 25 days, rising to 30 days after 5 years' service. There are additional company leave days to cover the Christmas period when the Afri office is closed.
- Pension: After 9 months service a matched contribution up to 6%
- Workplace: This role can be partly fulfilled through remote working. Being based in Dublin is an advantage and being based in Ireland is essential. Afri has an office in Phibsborough in Dublin that is shared with another NGO.

Application Process

Please submit a cover letter (one to two pages maximum) outlining how your motivation, interest and competencies fit this role, along with a CV to: afriapplication@gmail.com. Please include the names of two referees and their contact details with your CV: referees will only be contacted if you are offered the position, and we will ask your permission before doing so.

All applicants need to be eligible to work in Ireland at time of application. Afri welcomes applications from all sections of the community. The job will be offered subject to successful garda vetting because the position involves working with children and vulnerable adults. If you would like to talk to someone about this role before applying, please email Iain Atack at: afriapplication@gmail.com.

Closing date for applications: Friday, April 26, 2024

All applications will be acknowledged, and all applicants will be informed of the outcome of their application (for full applications, correctly submitted).

Selection Process

Online interviews (via Zoom) with long-listed candidates take place on Monday, May 13, 2024 (with some flexibility if candidates have work or caring responsibilities).

Candidates will be informed of the outcome of their online interview.

In-person interviews in Dublin with short-listed candidates take place on Monday, May 27, 2024.

Short-listed candidates will be informed of the outcome of their interview within a week.