



Job Description - Project Manager

Claiming Our Future is recruiting a two-day per week project manager for the period up to end of September 2014. The purpose of this role is to support and ensure implementation of the Claiming Our Future work programme.

This is a new role and an exciting opportunity to contribute to building a movement for real change in Irish society. The project manager will report to the Claiming Our Future Central Group, with support and supervision by the Chair.

Job description

The Project Manager will be responsible for coordinating the activities and members of Claiming Our Future and contributing to the successful implementation of our work programme. Direct responsibilities will include:

Communication

1. Maintain and develop an email newsletter template, prompt thematic groups for content, and disseminate.
2. Input into website, prompt thematic groups for content and maintain website, including local links.
3. Develop and operationalise social media and prompt thematic groups for content.
4. Upgrade, maintain and manage database for Claiming Our Future contacts at national and local levels.

Participation/mobilisation

5. Identify and implement opportunities for local participation/mobilisation.
6. Respond to requests from local organisations.
7. Prompt central group and thematic groups as to local networking and national profiling opportunities.
8. Prepare (with thematic groups) tools for local participation/mobilisation.

Internal support and project management

9. Support Claiming Our Future central and thematic groups (meetings, communication, links).
10. Support implementation of key projects according to the priorities identified in the Claiming Our Future work programme.

The role will be central to the development of Claiming Our Future and could include any other activities that are deemed necessary to successfully implement the work programme.

Person specification

The successful candidate will be assertive and dynamic, a self-starter who works on own initiative, but also a team worker who is flexible and results orientated. Specifically they will have:

1. A commitment to the priorities and values of Claiming Our Future.
2. A strong track record in working with membership based structures.
3. Demonstrable knowledge of civil society across diverse sectors at both national and local levels.
4. Proven capacity to motivate and energise members and stakeholders to become involved in a diverse range of projects.
5. An understanding of the contemporary social, economic and political context.
6. Excellent communication skills including web and social media development, and written and oral presentation skills.
7. A track record of delivering successful and inclusive events and meetings.
8. Strong project management skills.
9. Excellent time management skills.

The salary for this position will be €57,000 pro rata (€22,800 for 2 days). This is an 18-month fixed term contract with a three-month probationary period.

Application Process

Applicants should send a CV with a covering letter by email to recruit@focusireland.ie by Friday 29th March.

For further information and a copy of the Claiming our Future work programme contact mallen@focusireland.ie

Short-listing and Interview Ranking Template

Attribute	Possible Mark	Actual Mark
Experience in working with membership based structures	20	
Knowledge of and commitment to Claiming Our Future values and priorities	10	
Knowledge of civil society at national and local level	10	
Knowledge of political, social and economic context	10	
Capacity to motivate and energise members and stakeholders	15	
Communication skills	15	
Project management skills	20	
Total	100	