



Job Specification

Code of Good Practice Support Officer

Job Title:	Code of Good Practice Support Officer
Organisation:	IDEA, the Irish Development Education Association
Reporting to:	IDEA Code Manager
Contract type:	12-month fixed term contract, subject to ongoing funding, with the possibility of extension.
Purpose of the role:	To support management of the IDEA Code of Good Practice for Development Education (the 'Code'). This is a varied role requiring administration and organisational experience, interpersonal skills, and multi-tasking skills.
Location of the post:	IDEA Office, 6 Gardiner Row, Dublin 1 with hybrid working based on requirements of the organisation
Starting date:	October 2024
Hours of Work:	3 days per week (some flexibility may be required, such as evening/weekend work)
Remuneration:	€37,000 - €39,253 pro rata depending on experience

Application Process: Letter of motivation (max. 1 page) and CV should be sent by email to: recruitment@ideaonline.ie with the job title in the subject line. All applications will be dealt with in full confidentiality. Interviews are expected to be held on 25 October 2024. For more information about IDEA, see the end of this document or please see our website www.ideaonline.ie

Deadline for applications: Monday 21 October, 5.00pm

Job Description: Code of Good Practice Officer

Key Duties & Responsibilities

Code of Good Practice administration

- Coordinate IDEA's member engagement and resources relating to the Code, liaising with other senior staff (Code manager) in the administration of the Code of Good Practice for Development Education in Ireland using a shared online filing system
- Maintain accurate record-keeping for the Code including relating to the current 53 Code members. This involves contact details, Code member submissions, self-assessment deadlines and other relevant information
- Analyse Code systems and information gathered by them in order to advise on and implement procedural changes
- Access and monitor activity on the web platform the Code including monitoring self-assessment submissions, action plans.
- Support the Code manager in the work of the Code panel members who review and provide feedback on all Code self-assessments.
- Lead on the monitoring of the email inbox for the Code
- Contribute to financial planning and monitoring for the Code reporting to Code manager

Code of Good Practice international outreach

- Working with IDEA and an EU project partner to implement an international Code of Good Practice project between Ireland and Latvia
- Supporting the Code manager in project planning and communication with our partner (Erasmus+ project)
- Responding to requests about the Code from other civil society actors including in Ireland and globally
- Attend relevant events and meetings to contribute to international opportunities for the Code

Code of Good Practice promotion

- Develop, and share content about the Code and good practice with IDEA communications staff to promote events and news about the Code
- Responding to requests about the Code from other civil society actors including in Ireland and globally

Code of Good Practice community

- Organise a calendar of training and meetings for Code members annually including online and in person
- Support Code manager with delivery, logistics and administration of the events such as promotion, booking venues, registration of participants, approaching speakers/facilitators and follow-up.

- Attend all events, ensure note taking and recording where needed and sharing of relevant information following the events
- Support Code members as needed in developing their own activities for the Code Community
- Identify and approach new or potential members of the Code of Good Practice to join

Monitoring/Reporting

- Contribute to IDEA monitoring and evaluation, providing reports, data and updates for donor reporting, and maintaining records.

Other responsibilities

- Contributing to IDEA team planning, strategy and information sharing
- Contribute information to any funding applications for Code activities, as required,
- Undertaking any training or professional development as required.
- Undertaking any other duties and responsibilities which are consistent with the role.

Person Specification

Essential

- Minimum 1 years' experience in project management, administration or other related areas
- Academic qualification or professional training in project management, administration or similar
- Strong organisational skills and high attention to detail in working with a diverse set of tasks (multi-tasking)
- Experience in delivering activities on time and within budget
- Experience of organising in person and online events, including training, workshops and larger scale events such as conferences in Ireland and/or internationally
- Experience of using web platforms, websites and social media to administer and promote programmes and projects
- Ability to establish good working relations with key players and stakeholders including Code members, external consultants, and civil society organisations in Ireland and/or internationally
- Ability to work effectively as a team member and on own initiative
- Ability to be discreet and discern when confidentiality is required
- A commitment to IDEA's vision, mission and the values of Development/Global Citizenship Education

- Understanding of and interest in sustainable development and Development/Global Citizenship Education

Desirable

- Experience working in the NGO, civil society or education sectors
- Experience of membership organisations, networks and working collaboratively with members.
- Experience of working with European partners e.g. via Erasmus+ or similar programmes
- Training or academic study in Development/Global Citizenship Education.

IDEA is an Equal Opportunities Employer

IDEA is committed to fostering an inclusive and collaborative work environment that values all identities, perspectives and experiences, and provides opportunities for learning and growth. We welcome applications from people from all backgrounds and experiences.

Further information

About Development Education (or ‘Global Citizenship Education’)

Development/ Global Citizenship Education is an educational process which enables people to understand the world around them and to act to transform it. Development Education (DE) works to tackle the root causes of injustice and inequality, globally and locally to create a more just and sustainable future for everyone. In Ireland it is practised by a range of actors, from International Development NGOs, to Domestic NGOs, to Educational Organisations, and Individuals. It takes place across a wide range of formal, non-formal and informal settings, and involves learners of all ages. Development Education, Global Citizenship Education, Education for Sustainable Development are all terms used by our members depending on the nature of their work or their areas of specialism.

The Code of Good Practice for Development Education in Ireland (the ‘Code’)

The Code of Good Practice for Development Education was formally launched in December 2019. Since 2020, over 50 IDEA members have joined the [Code journey](#) whereby they ‘self-assess’ their practice by completing a [Code workbook](#) against 12 principles and developing an action plan. All documents relating to the Code are available [here](#).

About IDEA

IDEA, the Irish Development Education Association, is the national network for Development/ Global Citizenship Education in Ireland. We represent approximately 120 members involved in the practice, promotion and advancement of Development/ Global Citizenship Education in formal, non-formal and informal settings. Together we work to strengthen Development/ Global Citizenship Education in Ireland and to

raise awareness of the crucial role it plays in achieving an equal, just and sustainable future. **For more information, please visit our website** www.ideaonline.ie