



PLAN INTERNATIONAL IRELAND

HEAD OF PROGRAMMES

LOCATION: DUBLIN
REPORTING TO: CEO
START DATE: FEB 2016
CLOSING DATE: 4 JAN 2016

Plan International is a child-centred NGO working in 51 developing countries. With an emphasis on long term sustainable development and emergency response, Plan International assists children and their communities across a range of programmes in areas such as education, child protection, water and sanitation.

Established in 2003, **Plan International Ireland** is a dynamic organisation that supports Plan International's work worldwide. Plan International Ireland has over 8,000 regular givers who support our work primarily through Child Sponsorship. In addition, funding is currently received from a variety of sources primarily the public through various fundraising initiatives, Irish Aid, the EU, corporates, trade unions, trusts and foundations.

In addition to its work overseas, Plan International Ireland strives to raise awareness of development issues in Ireland through media relations, key events, advocacy and development education.

Plan International Ireland now seeks a dynamic leader for our Programme team to drive our work for children and contribute to the further growth and development of the organisation.

GENERAL DESCRIPTION OF THE ROLE

You will lead the Programme Department providing strategic direction and vision to grow our development and humanitarian portfolio.

The Programme Department has seen substantial growth over the past five years and is targeting income of €10m this year from donors as diverse as Irish Aid, EU, ECHO and WFP. Key thematic areas include education, inclusion, child protection and disaster risk management (DRM); and geographic focus includes (but is not limited to) West Africa and Asia.

You will manage a team comprising 15 development and humanitarian professionals and will be a member of the Senior Management Team (SMT) of Plan International Ireland.

You will be a strong advocate on child rights, and contribute to our transformative campaigning on Because I am a Girl both in Ireland and internationally.

You will be active in Plan International's global Programme Directors' group in order to influence our international programme strategy, global account management and other developments at an international level.

KEY OBJECTIVES

Support the delivery of high quality, innovative, child centred community development and humanitarian programmes;

Play a central role in the execution of the organisation's strategic plan;

Diversify and grow income in a planned and sustainable manner;

Enhance critical understanding and commitment towards the realisation of children's rights in developing countries among the Irish public, government officials, donors and civil society organisations.

Strengthen Plan International Ireland's voice and advocacy work;

Ensure Plan International Ireland's Programme team is fit for purpose and has the relevant knowledge, management systems, structure and skill-sets to work effectively, to support the implementation of quality programmes, and to influence policy and advocacy;

Influence the internal processes of Plan International globally through various networks and groups so they reflect best practices of aid effectiveness;

Promote a culture of managing for results and outcome monitoring so that the real changes in childrens' lives are captured, promoted, shared and used in learning.

Be able to network effectively within the Plan International structures and internationally to promote Plan and our work. This will involve public speaking, representation and media work.

MAIN RESPONSIBILITIES

- Contribute to the fulfilment of Plan International Ireland's strategy through active participation in the senior management team and the effective delivery of the Programme team's objectives.
- Ensure an economically viable Programme function through full cost recovery, sustainable co-financing and a strong grants pipeline.
- Build relationships with programme countries and engage in programme country strategic planning to ensure that programme priorities and funding options are matched and maximised.
- Nurture and manage donor relations.
- Build relations with other Plan International National Offices for joint programming, harmonised approaches, match funding, donor positioning, etc.
- Engage with the Board's Programme Committee to ensure the Board is fully aware and understanding of programme direction, risks and governance concerns.
- Work with the CEO and Head of Finance & Operations to prepare, monitor and control budgets for all programme activity overseas and in Ireland.
- Ensure grant management and programme quality are of the highest standard and in line with donor expectations and best practice.
- Represent Plan at relevant fora, conferences, through media, etc. to promote issues around child rights and to build Plan's profile.
- Work closely with other members of the SMT and with the Marketing and Communications team to establish and oversee effective public engagement and advocacy.
- Engage with Plan International groups, the West Africa Regional Office, International HQ, etc. on key issues relevant to Plan International Ireland and contribute to Plan International's global strategy.

ESSENTIAL ATTRIBUTES

- Minimum of seven years relevant work experience in both HQ and programme locations, with at least five in a management position.
- Ability to lead, motivate, innovate and adapt to change.
- Sound understanding of integrated development and child-rights programming
- Experience of strategic planning processes.
- Strong understanding of aid effectiveness, results based management and programme outcome monitoring.
- Experience of and comfortable with networking, relationship management and resource mobilisation, in particular with institutional donors.
- Excellent interpersonal skills, including the ability to build distance relationships.
- Strong team building and motivational skills.
- Excellent written and oral communication skills, including presentation and public speaking.
- Fluency in English essential with French an advantage.
- Willingness to travel, especially to country programmes, on regular occasions and sometimes with short notice.
- Sound judgement and decision-making in complex situations.

This is not intended to be an exhaustive job description and may be subject to change.

TO APPLY

Send CV with cover letter, including a response to each filter question (below) to HR@plan.ie. To discuss the role call David Dalton, CEO on 01-6599601.

Filter Questions

1. Current remuneration (salary + benefits)
2. Desired salary / remuneration - please advise of minimum salary required and expected benefits
3. Notice period (in weeks and/or months)

Applicants should have a valid work permit at the time of applying to enable them to work in Ireland.

CLOSING DATE IS 4TH JANUARY, 2016

PLEASE NOTE:

- *This document is not intended to be an exhaustive job description - it serves only as an overview of the role.*
- *Plan International Ireland regrets that only shortlisted candidates will be contacted in relation to their application.*
- *Garda checks and clearance are essential prior to job offer as part of Plan International Ireland's child protection controls.*