



Mission Development Officer Job Description & Terms and Conditions of Employment

MISSION DEVELOPMENT OFFICER JOB DESCRIPTION

Job Title	Mission Development Officer
Type of Contract	Permanent
Job Location	This role will accommodate remote/hybrid working. There will be a requirement to travel for meetings within Ireland and to the projects overseas.
Reporting Relationship	Nominated Society Leadership Team Member
Working Hours	37.5 working hours per week – flexible working arrangements may be considered for this role.
Purpose of the Post	<p>The Society receives financial support for its work from several sources, including Misesan Cara which provides funding (mainly from Irish Aid) to missionary congregations for development activities overseas.</p> <p>Support is provided for projects to assist communities realise their human rights through delivery of basic services in the areas of education, health, sustainable livelihoods, and income generation, as well as advocacy, networking and community mobilisation. Priority groups include women and children, refugees/displaced people, and those with disabilities.</p> <p>Each member congregation of Misesan Cara is required to have a designated person as a Mission Development Officer who is effectively the liaison person between the two organisations.</p>
Roles and Responsibilities	<p>Key responsibilities of the Mission Development Officer</p> <ul style="list-style-type: none"> • Managing the relationship between St. Patrick’s Missionary Society and Misesan Cara plus other donors as appropriate. • Providing support to and oversight of the Member Managed Grants received from Misesan Cara in coordination with the Society Leadership Team, Society Bursar, Regional Leadership and Project Management. • Ensuring that all Misesan Cara requirements in respect of project planning, implementation and accountability are adhered to in respect of funded projects implemented by Society members and their partners. <p>Specific Duties</p> <ul style="list-style-type: none"> • Support Society Members and partners access a Member Managed Grant from Misesan Cara through advice on relevant Misesan Cara policies and support with project planning, proposal writing, monitoring, reporting.



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	<ul style="list-style-type: none"> • Mentor and support project personnel through awareness of good development practices and initiate capacity building initiatives for project personnel. • Undertake field monitoring visits on an annual basis. If not monitoring a project in person, ensure that distance virtual monitoring is carried out with each project annually. • Work with Society and Regional Leadership to ensure that there are adequate oversight systems in place at field level. • Ensure project budgets are closely monitored, financial information is up to date, any variances identified and recommendations for action made. • Ensure that scheduled reporting is accurate, timely and meets the requirements of SPS and donor groups. • Prepare details on all funding received through the office for the annual audit of SPMS. • Represent St. Patrick's Missionary Society at relevant meetings, workshops, seminars and policy events, and act as the contact person between the Society and Misesan Cara. • Participate in membership of Working Groups as required or requested by Misesan Cara. • Facilitate visits to projects by Misesan Cara staff and/or external consultants. • Maintain good communication and close harmonious working relationships with Society members, Central and Regional Leadership plus staff in Ireland and overseas. • Regular reporting to Leadership and ensure that Leadership is kept up to date on all development and any other issues handled by the Mission Development Officer. • Liaise with other donor agencies as appropriate. • Any other relevant duties assigned by the Society Leadership Team
<p>Qualifications and/or experience</p>	<ul style="list-style-type: none"> • Experience of working overseas in development and/or familiarity with missionary development work is a key requirement. • Proven capability of monitoring projects at overseas level. • Can demonstrate excellent project management experience and accountability for delivery of projects. • Proven experience of writing and submitting proposals and reports using an online system. • Experience of identifying capacity building needs and requirements. • Proficient in Microsoft Office eg Excel/Powerpoint/Word <p>Desirable A minimum Level 7/8 QQI third level qualification in development or a related course is desirable but not essential.</p>



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Core Skills	Skills and Knowledge <ul style="list-style-type: none"> • Is culturally sensitive, self-motivated and capable of working on her/his own initiative. • Ability to engage effectively and a proven track record in developing and maintaining quality relationships with project staff and volunteers and other stakeholders. • Able to present both verbal and written information clearly in a confident, logical, and convincing manner. • Ability to assist in identifying challenges to project implementation and in finding solutions. • Skill in time management and the ability to prioritise the workload. • Ability to focus on results that will be achieved through grants awarded. • Is personally honest, trustworthy and acts with integrity.
Essential skills, competencies and/or knowledge	<ul style="list-style-type: none"> • Planning & Organisation e.g. project management • Results Orientated • Ability to build relationships with peers, community and other stakeholders • Effective Communication skills • Decision Making & Problem Solving
Salary	Commensurate with experience and qualifications
How To Apply	<p><u>Candidates interested in the position should forward a cv and covering letter to Dearbhail McKee, HR Manager at hrmanager@spms.ie by close of business on the 2nd October 2023.</u></p> <p><u>Informal queries can be made by contacting the above person Monday to Thursday on 0596484434 or at the above email address.</u></p>
	<p>SPMS recognises and upholds the dignity and rights of all children and vulnerable adults are committed to ensuring their safety and well-being, and will work in partnership with parents/guardians to do this.</p> <p style="text-align: center;"><i>St Patrick's Missionary is an inclusive employer</i></p>

Employee Benefits	<ul style="list-style-type: none"> • Pension Contribution of 7.5% after 12 months service. • 2 Concession Days in addition to annual leave entitlements • Flexible Working Options • Access to Employee Assistance Programmes • Educational Assistance Scheme • Bike to Work Scheme
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