

Donegal Travellers Project: Intercultural Project Coordinator (PEACEPLUS) (<https://www.activelink.ie/node/114913>)



Intercultural Project Coordinator (PEACEPLUS)

Job Title: Intercultural Project Coordinator

Reporting To: Project Manager

Employer: Donegal Travellers Project

Salary: In line with company scales

Main Purpose of Role:

The project coordinator will have responsibility for the design and delivery of “Diversity and Decision Making in an Intercultural Donegal” and “Pride not Prejudice”. This person will deliver the project in collaboration with relevant stakeholders as set out in the contract with SEUPB.

Key tasks

1. In QTR1 the coordinator will establish the Diversity and Decision-Making office, the steering group, and connect with relevant stakeholders across the county and draft a detailed implementation plan for the project.
2. Organisation and management of all events, including the launch and closing events.
3. Develop strategic alliances with community and voluntary organisations, statutory bodies and relevant others for the development of the project.
4. Develop the training team for the delivery of interculturalism, leadership, representational work, peacebuilding, SDGs and relevant other themes to be delivered over the two-year period to 265 people.
5. Identify areas and participants, develop the timeframe and oversee the delivery of the training as set out in the tender.
6. The preparation of all reports, managing good governance, financial oversight and administration of this project.
7. Represent the project at relevant events, SEUPB meetings and any other PEACE activities as relevant to the role.
8. Establish monitoring and evaluation systems and submission to SEUPB as set out in the contract.

Reporting

- The Intercultural Project Coordinator will prepare monthly work reports for the board and other work-related reports and documents as required by SEUPB.
- Develop a comprehensive filing system and documentation relevant to the work in line with data protection and SEUPB requirements. The coordinator will be responsible for the maintenance and storage of all documentation that may be requested by the employer or the SEUPB at any time.

Criteria

- A relevant Third level qualification (social sciences; human right; event management; arts and culture) or relevant experience (2 years)
- An awareness of peacebuilding, interculturalism and human rights
- Planning, organisational and administrative skills including IT skills
- Communication skills including ability to produce reports, make presentations and press releases
- Interpersonal skills including teamwork
- Skills to organise training, development and facilitation
- Full clean driving license

**Apply in writing with CV and Cover Letter to donegaltpoffice@gmail.com
(<mailto:donegaltpoffice@gmail.com>)**

Closing Date: **Tuesday 29th April at 1pm.** Interviews will be held online on Friday the 2nd of May 2025.

Region

Letterkenny, Co Donegal

Date Entered/Updated

4th Apr, 2025

Expiry Date

29th Apr, 2025

Source URL: <https://www.activelink.ie/vacancies/community/114913-donegal-travellers-project-intercultural-project-coordinator-peaceplus>