

Job Description Dóchas Programme Officer

Position: Programme Officer
Reports to: Director
Strategic focus: Strategic Priority 1 (Build our ability to learn) and
3 (Strengthen our network)

Position Summary (new position):

The Programme Officer (PO) is responsible for the design and implementation of Dóchas' programme of work promoting efforts to improve the impact of its member organisations.

The primary task of the Programme Officer is to ensure that Dóchas effectively fulfills its core mandate of supporting member organisations in their efforts to cooperate effectively, share their learning and apply the lessons learned. In addition, the Programme Officer works to effect an enabling environment for the work of our member agencies, so that their investment in quality and learning is incentivised and encouraged.

The Programme Officer reports to the Director of Dóchas and, in close cooperation with other staff, supports the work of Dóchas member organisations and relevant Dóchas Working Groups.

Purpose of the position:

To enhance the capacity of the Dóchas network to foster effective NGO cooperation and learning, in order to improve NGO practice and policy, in line with the Dóchas Strategic Plan.

Main Responsibilities:

1. Ensuring Dóchas Enables Effective NGO Cooperation and Learning (50% of role)

Goal: Facilitating NGO relationships and networking for learning, by ensuring Dóchas provides effective mechanisms for sharing, capturing and applying NGO experience and knowledge.

Specific tasks in this respect will include:

- Work with the various Dóchas Working Groups and task groups to enhance the effectiveness, efficiency and relevance of their work
- Assist Working Groups in translating shared learning into recommendations for changed practice, and where feasible joint programmes of work.
- Drive attendance at, and assist in the organisation of, seminars, workshops and other learning events for the benefit of member organisations, other NGOs, Government representatives, academics and other stakeholders, where relevant.
- Assist Dóchas members in capturing evidence of their impact, and of the lessons deriving from their experiences, in order to document and disseminate that information to relevant parties.
- In cooperation with the Director, liaise with the CONCORD network and other relevant representative structures, and encourage the active participation of Dóchas members in programmes and initiatives developed in cooperation with those entities.

Key performance indicator:

- All Dóchas Working Groups have clear terms of reference, annual work plans, budgets, meeting reports and mechanisms to ensure active member participation, and that they capture evidence of their impact.

2. Promoting & Supporting NGO Quality and Impact (35% of role)

Goal: Promoting sector-wide adherence to standards of quality and application of accountability mechanisms, by developing and implementing a Dóchas Quality Framework programme.

Specific tasks in this respect will include:

- o Leading a consultation process with member organisations resulting in the articulation of a shared NGO vision of NGO effectiveness.
- o On the basis of the active engagement of members, develop a Dóchas Quality Framework programme, as well as a programme of support for members wishing to adhere to that framework.
- o To assist members in developing, and adhering to, clear best practice guidelines in the area of NGO partnerships.
- o Keeping abreast of recent relevant developments in the area of Monitoring & Evaluation, Managing for Development Results, Impact Assessment, Quality Assurance and Corporate Governance, and ensuring that Dóchas members are fully briefed about changing trends and standards in these areas.

Key performance indicators:

- Dóchas members have agreed a statement of shared principles of NGO effectiveness, that includes specific mechanisms for the enhancement of our members' capacities and long-term impact.
- By year 3, more than half of Dóchas members have developed an explicit capacity development strategy.

3. Promoting an Enabling Environment for to Facilitate NGOs to Deliver Quality Work (15% of role)

Goal: Promoting a legal, funding, training and regulatory environment that incentivises the application of the highest standards of professionalism among Development NGOs.

Specific tasks in this respect will include:

- o Coordinate Dóchas member organisations and Working Groups in capturing their experiences, and using those experiences to develop relevant recommendations for policy change at Irish and EU level in favour of high-quality programmes and rights based approaches to Development.
- o Liaising with key donors in the Development arena, in particular Irish Aid and some philanthropies, to advocate that funding criteria and requirements incentivise, rather than inhibit, NGO investment in quality control mechanisms and strategic ways of working.
- o Assisting the Director in shaping the mechanisms for strategic dialogue between the NGO sector and the Irish Government.

Key performance indicators:

- Dóchas members agree that Irish Aid funding mechanisms strengthen quality criteria supported by Dóchas.

In addition, the Programme Officer will undertake any other reasonable duty commensurate with this post or the work of Dóchas in relation to the Dóchas Strategic Plan, as identified by the Director, including donor liaison and external representation of the Dóchas network. This will involve occasional travel in Ireland and abroad.

As a member of a small team, the Programme Officer will play a full part in the administration, planning and evaluation of Dóchas' work as a whole. The post is self-servicing and includes clerical duties, including most crucially, recording the required data on Dóchas' own key performance indicators and members' participation in Dóchas events.

The Programme Officer deputises for the Director as and when requested.

Performance will be assessed on the basis of an agreed work plan and planned outputs, in the context of the targets and performance indicators included in the Dóchas Strategic Framework and our implementation plan.

Miscellaneous

The position is for an initial period of 3 years, with the possibility of extension.