

Coalition 2030 Coordinator: Job Description

Key duties and responsibilities include:

Coalition building and coordinating

- Coordinate and work closely with Coalition members and networks to advance the Coalition's vision and objectives in accordance with the Coalition's agreed [Terms of Reference](#) and [Strategic Plan](#).
- Coordinate and facilitate Coalition members to develop an Annual Workplan each year ([2024's plan is here](#)) to advance the Strategic Plan.
- Lead the delivery of the [Annual Workplan](#), in conjunction with the Steering Committee and facilitating the participation of Coalition members in the delivery of Coalition activities.
- Lead the development of the coalition's Strategic Plan.
- Report to and support the functioning of the Steering Committee meetings, including regular meetings, minute-taking and follow-up actions.
- Maintain and support a diverse Coalition membership, including responding to all new membership queries and applications, maintaining membership email lists and details and keeping members up to date with all Coalition news, events, activities and relevant reports.

Policy and advocacy coordination

- Lead coordination and implementation of policy and advocacy activities in line with the Coalition's Workplan, with direction and guidance from the Steering Committee.
- Lead engagement with departments and the Oireachtas on Ireland's SDG implementation plan and stakeholder engagement (e.g. the Stakeholder Forum).
- Monitor other relevant SDG specific policy processes; brief Coalition members on developments and identify opportunities for advocacy to achieve strategic objectives.
- Establish good working relationships with members and networks active in the Coalition in order to identify how the Coalition can use SDG policy opportunities to further advocacy priorities of members related to specific Goal areas.
- Coordinate Coalition processes to agree policy positions and messaging, and develop policy briefings and coordinate advocacy engagement in line with Annual Workplan.
- Manage external consultants and coordinate and lead working groups for particular advocacy projects, as necessary.

Communications and events

- Administer all meetings of Coalition 2030, including the facilitation of Plenary meetings
- Actively manage a website and social media platforms to communicate public campaigns and messages in line with strategic objectives and work plan priorities, and to facilitate information sharing among members
- Develop and send press releases as required; engage with the media in advance and after key events.
- Act as spokesperson for Coalition 2030 at key events (e.g. Oireachtas hearings, media) as required.
- Support the coordination of Coalition-led conferences and events and public campaigns, in line with work plan objectives.

Planning, Reporting and General Duties

- Agree annual workplan, objectives and key performance indicators with your line manager
- Manage the finances of network, including preparing an annual budget in conjunction with the Steering Committee
- Ensure invoices are sent and paid as required, and income and expenditure accounts are maintained
- Request and record member contributions to the finances of the Coalition in accordance with the Coalition's TOR
- Prepare financial reports for the Steering Committee and facilitate financial and budget management decisions by the Steering Committee
- Prepare reports on the activities of the Coalition for the Steering Committee, the members / Plenary meetings, funders and external stakeholders as appropriate
- Prepare applications for external funding in consultation with the Steering Committee
- Maintain the Coalition 2030's lobbying records and make returns to Lobbying.ie
- Assist in any other duties as needed
- Adhere to the IEN internal policies and procedures

Line Management

Provide line management support to Coalition 2030 staff and volunteers, in line with the IEN's management practices and procedures.

A complete list of all terms and conditions and the IEN's internal policies is made available to all staff members. The IEN is an equal opportunities employer. We celebrate diversity and are committed to building an inclusive and supportive environment for all employees. This Job Description is not exhaustive and may change from time to time in line with work priorities, set out by your Line Manager.