



**MERCY**  
INTERNATIONAL  
ASSOCIATION

Today, Sisters of Mercy, through Mercy International Association, use their resources to respond to issues of global poverty demonstrated in the massive displacement of persons worldwide.

## Assistant Director Global Action

The Assistant Director Global Action operates as a member of a Team engaged in promoting the work of Mercy International Association (MIA). The aim of the Association is:

- To foster unity of mind and heart among the members of the Mercy Global Family and to increase awareness and experience of their global interdependence;
- To encourage and nurture the flourishing of the Mercy charism within the various cultures of the world;
- To facilitate collaboration in responding to areas of global need and to work for justice.

The main goal of MIA's global action is to develop programmes, processes and advocacy efforts based on the grassroots stories of Mercy work throughout the world. The global action work is firmly rooted in theological reflection for social action and develops policy and advocacy positions to influence change through the national and international decision making bodies, primarily the EU and the United Nations.

**Purpose of the Role:** To co-ordinate MIA's global action programme from local to global levels

**Location of Position:** Dublin, Ireland

**Reporting to:** Executive Director Mercy International Association

**Structure:** The Assistant Director works in close collaboration with the MIA Global Action Co-ordinator at the UN and with a number of Committees and Commissions established by MIA, as well as with intercongregational networks and relevant NGOs. The role is supported at times by interns and/or volunteers.

**Contract Type:** Fixed term

**Contract Duration:** 3 years

### Key Duties & Responsibilities

#### Analysis

The Global Action Co-ordinator

- Consults with Mercy at the national and local levels; researches and reflects on the MIA priority issues; and identifies the issue(s) in these areas that can be addressed locally, nationally and globally (through the UN)
- Gathers "stories" of what is happening regarding global justice in different places around the world, especially those stories around the priority issues for MIA
- Builds on the issues identified from the local stories and analyses these issues within a theological, social,

political, economic and gender perspective and within the context of Mercy charism

- Prepares, adapts and promotes educational resources that are simple and user-friendly on each of the issues chosen for education of MIA membership
- Identifies and supports interns with theological, social, political, economic and gender analysis capacity to assist with MIA Global Action research

### **Networking/communication**

#### *Locally*

- Ensures that sisters and co-workers know the MIA priority issues and how they can act on these issues locally
- Supports MIA members to make connections locally with others working on these issues from a similar values base
- Through the Mercy Global Action Network structure, consults with sisters and Mercy partners at the local area to determine emerging local issues, especially as they relate to MIA priority issues

#### *Nationally*

- Communicates regularly with MIA membership and makes national connection with Congregations who are willing to act on Global Action issues identified
- Attends unit, regional, Congregation gatherings where appropriate and within budget restraints to “put a face and name” on MIA, to underline its relevance to the national programme and to foster collaboration
- Produces and distributes Global Action information to national Congregations on behalf of MIA

#### *Globally*

- Establishes a co-ordination structure for Global Action for MIA
- Is responsible for strategic planning on Global Action with Justice Coordinators, working group members and MIA NGO Representative at the UN
- Ensures regular communication between Justice Coordinators and NGO Representative on Global Action issues and strategizes how each can be involved in acting for justice on these issues
- Is responsible for the setting up and maintaining of communication systems and processes on Global Action issues e.g. website, justice newsletter, discussion groups, blogs, facebook site etc.
- Brings together groups to work on common issues at international level and plans possible actions
- Ensures sharing of Educational and Advocacy resources internationally
- Communicates Mercy grassroots stories and advocacy initiatives through e-news
- Regularly reports to the MIA Director, MIA Board and Congregational Leaders on Global Action issues

### **Capacity Building**

- Assists sisters, co-workers and other collaborators to understand the issues through listening and reflecting on the life stories of those affected by the issue(s) and on the facts about the issue(s)
- Supports those who wish to lobby on the issue(s) through provision of information and resources or training in advocacy skills
- Assists Justice Coordinators prepare position papers for politicians and other government officials to make them aware of the various “dimensions” of the issue(s) and desired outcomes

## **Administration**

- Prepares annual budget for MIA in consultation with the MIA UN NGO Representative to present to MIA Board for approval
- Maintains financial accounts and records
- Prepares a monthly report to the MIA Director based on the role effectiveness areas
- Gathers and disseminates MIA materials
- Manages MIA Global Action office, including oversight of the MIA Representative at the UN and Global Action interns and volunteers
- Maintains MIA Global Action files and archives
- Prepares funding submissions when appropriate

## **Person specification**

### **The ideal candidate will have**

- An empathy with the ethos and work of MIA and an ability to embody its vision and mission
- Significant demonstrable experience in working on global issues, preferably in the areas of ecological sustainability and opposing human trafficking
- Knowledge of theology and understanding of the importance of spirituality and theology in the work of the Association
- Capacity for systemic thinking and proficiency in systemic analysis of MIA global priority issues
- Passion for justice and relief of global poverty
- Ability to take a leadership role in designing, organising and presenting programmes and in organising action/reflection processes
- Ability to harness the energy of networks without interfering with or alienating local initiatives
- Ability to create a hospitable environment
- Capacity to relate across boundaries of culture, nationality, personal belief and values
- Excellent interpersonal and relationship management skills and demonstrated ability in using these with internal stakeholders (MIA staff in different locations) and external stakeholders
- Ability to work as a member of a team
- Ability to initiate and act independently and interdependently
- Understanding of interactive technology as a way to network (e.g. Connect chat rooms, Skype)
- Organisational and communication skills, including IT skills
- Writing, speaking, listening and facilitation skills
- Creativity and problem solving ability
- Time and stress management skills
- Flexibility in working time arrangements

