

MIA Assistant Director Global Action

The MIA Global Action Coordinator is a full-time Assistant Director of MIA. The purpose of the role is to co-ordinate MIA's global action programme. The successful candidate, while carrying responsibility for this particular area will work within an MIA team structure and will integrate the work with other areas of MIA activity, including Heritage, Spirituality, Communications, Administration and Finance. S/he will line manage MIA Global Concern personnel at the MIA office at the United Nations in New York and any other personnel as may be delegated to represent MIA interests at the UN in Geneva and/or at the EU.

Reports to: Director of MIA

Areas of Responsibility

1. Analysis ,

- Facilitates Members in identifying and agreeing the priority issues that the Association will/can address in a collaborative way
- Builds on the issues identified from the local stories and develops an analysis of these issues within a theological framework and within the context of Mercy charism

2. Capacity Building

-Prepares, adapts and promotes educational resources, that are user-friendly on each of the issues chosen, for education of MIA membership

- Assists sisters, co-workers and other collaborators to understand the issues through reflecting on the life stories of those affected by the issue(s) and on the facts about the issue(s).
- Ensures that sisters and co-workers know the MIA priority issues and how they can act on these issues locally

3. Networking

- Establishes and leads a co-ordination structure, comprising Global Concern personnel at UN and any other places as may be established and Global Action Animators in each Congregation/Institute
- Facilitates regular communication between Global Action Animators and Mercy Global Concern personnel on Global Action issues and strategises on how each can be involved
- in progressing and acting on these issues

- Brings together groups to work on common issues at international level and plan possible action

- Promotes and supports connection between and among those working on similar aspects of the priority issues

- Ensures sharing of Educational and Advocacy resources internationally

- Uses the current communication system of the MIA web platform to promote the work of Global Action

Reports to the MIA Director and regularly communicates with MIA Board and Congregational Leaders on Global Action issues

Administration

- Manages MIA Global Action office
- Line manages the MGC personnel
- Prepares a monthly report to the MIA Director based on the role effectiveness areas
- Maintains financial accounts and records
- Prepares annual budget in consultation with MGC personnel to present to MIA Board for approval
- Maintains MIA Global Action files and archives
- Prepares funding submissions when appropriate

Person specification

- Ability to embody the MIA vision
- Knowledge of theology and understanding of the importance of spirituality and theology in the work of the Association
- Capable of systemic thinking
- Passion for justice and relief of global poverty
- Ability to work as a member of a team
- Ability to take a leadership role in designing, organising and presenting programmes and in organising action/reflection processes
- Can initiate and act independently and interdependently
- Able to harness the energy of networks without interfering with or alienating local initiatives
- Understanding of interactive technology as a way to network (e.g. chat rooms, video conferencing, social media)
- Ability to create a hospitable environment
- Creativity and problem solving ability
- Organisational and communication skills -writing, speaking, web-based communication, listening and facilitation skills
- Capacity to relate across boundaries of culture, nationality, personal belief and values
- Financial management skills
- Time and stress management skills

Other

- Three year fixed contract
- Based in Dublin
- Hours of work: The standard hours of work are 35 per week but an expectation that candidate will be willing to work a flexible schedule
- Salary by arrangement
- The employment contract will be compliant with Irish law