

Donegal Travellers Project: Assistant Intercultural Project Coordinator (PEACEPLUS)

(<https://www.activelink.ie/node/114914>)



Assistant Intercultural Project Coordinator (PEACEPLUS)

Job Title: Assistant Intercultural Project Coordinator

Reporting To: Project Coordinator

Employer: Donegal Travellers Project

Salary: In line with company scales

Main Purpose of Role:

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

The assistant coordinator will carry out all of the tasks set out below under the supervision and instruction of the project coordinator.

Key tasks

1. Assist the coordinator with the organisation of all events, including the launch and closing events.
2. Work as part of a team in developing strategic alliances with community and voluntary organisations, statutory bodies and relevant others for the development of the project.
3. Support the organisation and development of delivering intercultural training to 265 people.
4. Work as part of a team in the design, organisation and implementation of events.
5. Prepare and produce reports, and filing and collating all documentation relevant to the PEACE project as required by the project coordinator.
6. Work as part of the team representing the project at relevant events, SEUPB meetings and any other PEACE activities as relevant to the role.
7. Deliver on all monitoring as required and directed by the project coordinator.

Reporting

- The Assistant Intercultural Project Coordinator will prepare monthly work reports for the board and other work-related reports and documents as required by SEUPB.
- Carry out any task relevant to the delivery of the diversity and decision making and pride not prejudice projects under the guidance of the project coordinator and management team.

Criteria

- A 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
- 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/114914-donegal-travellers-project-assistant-intercultural-project-coordinator-peaceplus>