



**Crois Dhearg** na hÉireann  
**Irish Red Cross**

## **JOB DESCRIPTION**

### **JOB TITLE**

Migration Project Officer

### **RESPONSIBLE TO**

Migration Project Manager

### **SUMMARY OF ROLE**

To support the Irish Red Cross Migration Programme with project administration and development. To contribute to the overall work of the Irish Red Cross as a member of the Migration Team.

### **MAIN TASKS/RESPONSIBILITIES OF THE POSTION**

- To work with the Migration Project Manager and relevant colleagues across all Departments to achieve the mission of the Irish Red Cross
- To support the overall administration of the migration project via project administration (financial and narrative), as well as coordination of administrative needs e.g. training, event organisation
- To fully administer data management and analysis of the Irish Red Cross Register of Pledgers database including cleaning of data, analysis of data for reporting
- To provide support for the on-going mapping, profiling and follow up of pledges as required
- To fully support the Migration Project Manager in the management and smooth administration of Pledge and public relationships as designated, with a particular emphasis on timely response to all email and telephone correspondence
- In coordination with the Project Manager, to liaise with volunteers within the organisation with regard to providing support on the administration of project and organisational activities
- To fully support the Project Manager in relationship building with key internal and external stakeholders, with a particular focus on:
  - the planning and implementation of campaigns for pledge advertising, acquisition and development

Humanity  
Impartiality  
Neutrality  
Independence  
Voluntary Service  
Unity  
Universality

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- To assist in the preparation of reports for the Project Manager and other staff as agreed

## **EXPERIENCE REQUIRED**

### **Essential requirements**

- Demonstrated excellent attention to detail, organised, reliable and methodical in all aspects of the role
- A minimum of three years' experience in project administration, ideally with marketing and/or customer service experience
- Experience in data management and analysis
- Be a team player, with excellent communications skills as evidenced across a wide range of audiences
- Ability to respect confidentiality of service users at all times and remain responsive to their specific needs, adhering to the Irish Red Cross confidentiality policy where risks to the service user or others are identified

### **Desirable Requirements**

- Formal training in Microsoft packages
- Knowledge of the work of the Irish Red Cross
- Some knowledge of the migration and asylum sector in Ireland and/or internationally

## **SALARY**

Salary: Circa €26,000-€30,000

## **CONTRACT DETAILS**

Fixed term 6 months, with possible extension

Position is located at the Irish Red Cross Head Office, 16 Merrion Square, Dublin 2

35 hour working week, based on flexitime arrangements, with attendance at meetings (weekends/evenings) as required

Please forward your Curriculum Vitae and cover letter to [chassett@redcross.ie](mailto:chassett@redcross.ie)

Job location: Irish Red Cross, 16 Merrion Square, Dublin 2. Phone (01) 642 4600

Closing date for applications: Friday, 22th July 2016.

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