

JOB DETAILS

Title: Migration Project Coordinator

Duration: 31 March 2026 with possibility of extension

Salary: Coordinator €46,000 to €51,000¹

Reporting to: Migration Programmes Manager

BACKGROUND INFORMATION

The Irish Red Cross Society (IRC) is part of the world's largest independent humanitarian network, the International Red Cross and Red Crescent Movement. The IRC is committed to and bound by, its Fundamental Principles of Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality. The vision of the Irish Red Cross is to be a leading humanitarian organisation, providing impartial services and support to vulnerable communities both at home and abroad. Our mission is to identify and deliver humanitarian assistance to those who are most in need.

Migration is a priority focus for the Red Cross and Red Crescent Movement internationally as well as for the IRC in Ireland. Ireland, along with other countries, has experienced considerably more inward migration in recent years from people in need of protection and, as a result, is challenged to respond with appropriate supports for all affected. The IRC has worked on migration for several years and is considered a key actor in responding to the humanitarian needs of refugees/migrants seeking protection and a future in Ireland, with programming in the areas of resettlement and responding to the Ukraine crisis, among others.

SUMMARY OF ROLE

This Coordinator role will have week to week ongoing responsibility for Migration projects. Reporting to the department manager, the Coordinator will ensure that all project activities are effectively planned, are actioned in a timely manner, and the expected results are achieved. The role will liaise with relevant internal colleagues and

¹ This role is assigned to the Job Family of: Coordinator . The Irish Red Cross has 6 Job Families: Secretary General; Senior Manager; Programme/Project Manager; Coordinator; Development & Admin; Administration.

external stakeholder and, depending on the project scale, may supervise a number of staff.

The role provides an opportunity to directly and meaningfully impact the lives of people supported by the project.

The role will have immediate responsibility for the delivery of the Ukraine Accommodation pledged programme. Responsibilities and roles may develop or change through the funding cycle.

ROLE RESPONSIBILITIES

Planning

- Support overall project planning with department manager, including the development of objectives, outputs and project specific actions to be undertaken, required for the duration of the project or on an annual basis.
- Develop a strong understanding of project participants/beneficiaries' needs, through direct engagement as well as existing needs assessments and other documentation.
- Develop weekly or monthly (as needed) planning for activities to ensure there is a high level of organisation and preparedness.
- Engage with others – such as finance or other colleagues – to ensure they are adequately prepared for upcoming activities.

Coordination and Implementation

- Liaise with internal colleagues and external stakeholders who are relevant to the project, to ensure they are fully informed of activities and there is effective coordination.
- Implement project actions effectively, in line with project plans as developed and specific technical guidelines.
- Ensure that colleagues, management, as well as project participants/beneficiaries' are frequently updated on actions and the overall project progress.
- If relevant, supervise project staff or external contractors, ensuring they are supported to deliver project actions.
- Adjust and adapt plans as required for the changing circumstances, ~~of~~ feedback from project participants/beneficiaries and others, to ensure that actions continue to be relevant and effective.



Reporting

- In collaboration with M&E colleagues and management, ensure that reporting processes can accurately collect necessary information for the purpose of project management.
- Engage with and support finance colleagues to ensure necessary documentation is in place for the purpose of finance accountability and reporting.
- Review and assess project data and overall progress, and prepare project reporting as required by the organisation or donor body.
- Support development of learning and recommendations from the project, for ongoing improvement and potential further programming.

Organisationally

- Ensure compliance with required internal and external policies and procedures
- Work actively towards the achievement of the Irish Red Cross goals.
- Abide by and uphold the Principles of the International Red Cross Red Crescent Movement.
- Undertake any other reasonable work-related duties and responsibilities assigned by the line manager that are consistent with the nature of the job and level of responsibility.

ROLE REQUIREMENTS

Essential Criteria

- Three years' experience working in the migration sector, preferably in the area of case or social work directly with migrants, specifically focused on shelter and temporary accommodation.
- Third level qualification in relevant fields such as social studies, humanities, or local development.
- Demonstrable experience in planning and coordination
- Experience of preparing formal project reports, for donors and other stakeholders.
- Ability to work under pressure and meet set deadlines.
- Strong communication skills and an ability to work efficiently as part of a team as well as independently
- Ability to maintain strict compliance protecting confidential, sensitive information and materials.
- Fluent English, written (to reporting writing standard) and conversational.

Desirable Criteria

- Knowledge of the work of the Irish Red Cross.
- Experience of working with volunteers.
- Ability to speak additional languages e.g. Arabic, Ukrainian, Russian, Dari or Pashto, would be an advantage.

FURTHER INFORMATION

The Irish Red Cross is an equal opportunities employer. We value diversity and aspire to reflect this in our workforce. We welcome applications for people from all sections of the community, irrespective of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community. This role requires applicants to have the right to work in Ireland. The role is a full time position based on a 35 hour working week, based on flexitime arrangements.

APPLICATION PROCESS

To apply for this position, please forward a copy of your CV, together with a cover letter to:

jobs@redcross.ie

Your email should contain [Migration Project Coordinator](#) in the subject line. Proposals should be in .pdf or MS Word format, and with file names in the following format:

<Surname>, <First name> - CV and <Surname>, <First name> - Cover Letter

The closing date for applications is 6pm 30th April 2025.

Please note that due to the volume of applications, it is only possible to contact those who are progressing to the next stage.