



Crois Dhearg na hÉireann
Irish Red Cross

JOB DETAILS

Title: International Programme Officer

Duration: 24 Months

Location: Irish Red Cross HQ, Dublin, Ireland

Salary: €44,000 to €49,000¹

Reporting to: International Programme Manager

BACKGROUND INFORMATION

The Irish Red Cross (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 IRC 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.

The IRC's international work is a core part of its mission to alleviate human suffering globally, and this is guided by its International Strategic Plan. This plan is explicitly linked to the broader 2025-2030 Organisational Strategic Plan, ensuring a unified approach to all IRC efforts. The International Strategic Plan outlines three key goals for its international humanitarian response: strengthening community resilience, promoting principled humanitarian response, and investing in national society development. This comprehensive framework ensures that the IRC's work at home is fully integrated with its international efforts, reflecting a cohesive and impactful approach to humanitarian assistance both in Ireland and abroad.

SUMMARY OF ROLE

The International Programme Officer is responsible for the planning, implementation, and monitoring of international programmes, with a specific emphasis on long-term initiatives in key countries. This position is central to the Irish Red Cross's goal of strengthening resilience and national society development. The ideal candidate will have a strong foundation in humanitarian principles, proven stakeholder engagement skills, and the capacity to travel and operate effectively in complex environments.

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; and Administration.



ROLE RESPONSIBILITIES

Programme and Project Coordination:

- Lead the entire project cycle, from assessing needs and planning to implementation and evaluation. You'll work closely with Red Cross Red Crescent Movement partners to ensure projects align with organisational and sector best practices.
- Provide technical support and guidance to ensure that all programmes are effective and impactful.
- Implement and manage robust monitoring and evaluation frameworks to track progress and measure programme impact.
- Assist with the financial management of country-specific programmes, ensuring timely and accurate expenditure, reporting and adherence to financial guidelines.
- Finalise high-quality donor proposals and reports, both narrative and financial.
- Oversee all data collection, analysis, and reporting to maintain data integrity and accuracy.
- Proactively identify and manage risks to project implementation, working with partners to develop mitigation strategies.
- Contribute to programme and project evaluations, capturing lessons learned and identifying areas for improvement.

Coordination, Cooperation & Networking

- Lead the facilitation of regular meetings with partner organisations and actively participate in relevant working groups and external engagements.
- Promote effective collaboration and knowledge sharing across a diverse portfolio of projects.
- Represent the IRC in key technical meetings and conferences.
- Cultivate and maintain positive working relationships with Red Cross Red Crescent Movement counterparts, external partners, and stakeholders.

Resource Mobilisation and Communications

- Coordinate with the Fundraising team and donors to secure funding for country programmes.
- Collaborate with the Programme Manager and Fundraising team to co-create new proposals and identify potential donors.
- Provide support to the Communications team by helping to produce engaging materials and compelling stories that highlight programme impact.

Organisationally

- Work with the Programme Manager to ensure that IRC's international activities are strategically aligned and operationally coordinated.
- Keep management and staff informed with timely updates on programmes and key country-specific political, economic and social insights.
- Ensure all activities and partnerships adhere to the IRC's safeguarding policies and codes of conduct.
- Contribute to a positive and collaborative work culture by working effectively with colleagues across different departments and locations.



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- Be available to respond to emergencies, which may include working outside of standard hours.
- Demonstrate cultural sensitivity and respect for diverse cultures and perspectives at all times.
- Abide by and uphold the Principles of the International Red Cross Red Crescent Movement.
- Undertake additional duties consistent with the role as required.

ROLE REQUIREMENTS

Essential Criteria

- Third-level qualification in a relevant field such as humanitarian aid, disaster management, or international development.
- At least three years of professional experience in the humanitarian sector, with a proven track record of managing projects in partnership with local or national organisations.
- Proven knowledge and experience in managing integrated projects, including proposal development, report-writing, and financial management.
- Demonstrated technical experience in Livelihoods or Disaster Management.
- A strong commitment to professional ethics, accountability, and safeguarding principles.
- Excellent intercultural communication and interpersonal skills.
- In-depth knowledge of humanitarian principles and international standards including SPHERE and the Core Humanitarian Standard.

Desirable Criteria

- Experience with the Red Cross Red Crescent Movement.
- Professional experience working on international programmes and responding to humanitarian crises.
- Knowledge of global development issues, including policy & advocacy topics.
- Proficiency in relevant software and digital tools (e.g. project management, data analysis).
- Understanding of security protocols and the ability to work in challenging environments.
- Proficiency in an additional language (e.g. French, Arabic).

FURTHER INFORMATION

The Irish Red Cross offers the following benefits in addition to salary

- A 5% employers' contribution to a company contributory pension scheme
- Closure of the office on Good Friday, plus two additional 'privilege days' to be used at Easter and Christmas respectively.
- Paid maternity and paternity leave *
- Death in Service benefit of four times salary
- Flexible working hours, including opportunities for hybrid working.
- Further education, training and learning supports
- Professional subscriptions (as applicable)

This role is in the job family of 'Co-ordinator'.



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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 legal right to work in Ireland.

This is a full-time position based on a 35-hour working week, based on flexitime arrangements.

The successful candidate will be subject to Garda Vetting clearance.

APPLICATION PROCESS

Please submit your CV and a cover letter to jobs@redcross.ie by **COB Wednesday, October 15th, 2025**.

To ensure your application is processed correctly, please follow these guidelines:

- The subject line of your email must be: International Programme Officer
- Please save your files as a PDF or MS Word document using this format: <Surname>, <First Name> - CV and <Surname>, <First Name> - Cover Letter.

Shortlisted candidates will be contacted for an **initial interview**, which is intended to be held the **week of October 20, 2025**. A second round of interviews may also be required.