

JOB DETAILS

Title:	Migration Project Coordinator - Gaza Medevac Initiative
Duration:	One year
Salary:	Coordinator €45,000 to €51,000 ¹
Reporting to:	Migration Programme 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 programme manager, the Coordinator will ensure that all

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.



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 external stakeholders and will supervise a number of staff.

The role will have specific responsibility for coordinating the Gaza Medevac project.

ROLE RESPONSIBILITIES

Planning

- Support overall project planning with programme 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.
- Coordinate the project team (currently four caseworkers), ensuring they are supported to deliver project actions.
- Adjust and adapt plans as required for the changing circumstances, 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



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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, specifically in the delivery of a high stress programme
- Experience managing a diverse team with dynamic outputs and KPIs
- 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 changing priorities 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.
- Experience working in medical focused humanitarian work
- Ability to speak Arabic 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 - Gaza Medevac Initiative](#) 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 20 October 2025

Note: Interviews will take place in week commencing 27 October 2025