

## **JOB DETAILS**

Title: Programme Manager – Accommodation  
Duration: Two years  
Salary: Programme Manager €55,000 to €67,000<sup>1</sup>  
Reporting to: Head of International & Migration

## **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 Programme Manager will be responsible for leading and managing significant programme areas within the Migration department. This will include leading with programme planning, managing implementation through to delivery and reporting, and engaging with relevant stakeholders, and ensuring the programme area is delivery to the highest standard and in line with organisational strategy. The role will join other programme managers and the Head of International & Migration as the overall management team of the Migration department.

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

This role will lead and manage the accommodation programme. This includes the placement of programme clients into accommodation, mainly accommodation which has been pledged to the Irish Red Cross. The focus will include management of the relevant casework team and coordinators, delivery of programme targets and engaging with external stakeholders. Currently, many of the programme clients originate from Ukraine and Gaza.

## **ROLE RESPONSIBILITIES**

### *Planning and strategy*

- Lead programme planning and design, ensuring there is a clear rationale, development of objectives, outputs, actions and budget, in line with strong programme management standards.
- 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.
- Ensure that programme planning is in line with donor or other technical requirements, ensuring the accommodation standards are maintained throughout the programme.
- Contribute and support the strategy for migration and the overall organisational strategy.

### *Team management and implementation*

- Supervise and support team coordinators (who in turn coordinate a team of 25 caseworkers in total) responsible for programme implementation, ensuring they have a clear understanding of the programme and have adequate support to undertake actions.
- Ensure there is a systematic approach to programming, with strong programme guidelines and clear standards.
- Manage recruitment, as well as staff performance processes and maintain a positive and high performing working environment.
- Engage and manage external contractors, where relevant, and ensure they are delivering required actions in line with agreement expectations.
- Ensure that actions are results oriented, and undertaken in line with the programme plan and, adjustments or solutions are developed when necessary.
- 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.



### *Stakeholders and Relationships*

- Engage with external stakeholders, such as other organisations or relevant government department, and ensure there is good communication and that a strong and positive relationship is maintained.
- Ensure that colleagues, management, as well as project participants/beneficiaries' are frequently updated on actions and the overall project progress.
- 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.

### *Reporting and learning*

- Develop programme reports as necessary, ensuring there is strong representation of the programme as well as necessary accountability.
- Engage with and support finance colleagues to ensure necessary documentation is in place for the purpose of finance accountability and reporting.
- Collaboration with M&E colleagues and others to ensure there is continuous monitoring and learning within the programme.
- 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**

- Five years' experience working in the migration or similar sector, preferably in the area of accommodation and case or social work directly with migrants.
- Three years' experience managing projects or programmes.
- Third level qualification in relevant fields such as social studies, humanities, or local development.



- Experience of preparing formal project reports, for donors and other stakeholders.
- Ability to work under pressure and meet 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.

### **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](mailto:jobs@redcross.ie)

Your email should contain **Programme Manager – Accommodation (NAME)** 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 16 October 2025.

Please note: 1<sup>st</sup> round interviews will be held in week commencing 20 October; 2<sup>nd</sup> round interviews in the week commencing 27 October.