



## **PROJECT COORDINATOR – MIGRANT VICTIM SUPPORT**

### **JOB DESCRIPTION**

**ABOUT DORAS:** Doras is an independent, non-profit, non-governmental organisation working to promote and protect human rights since the year 2000. Our core areas of work include Direct Support, Advocacy & Campaigns, and Integration Support.

**ABOUT THE MIGRANT VICTIM SUPPORT PROJECT:** This is a new pilot project that seeks to develop a multidisciplinary migrant victim support service to people from a migrant background that have been victims of crime, including but not limited to victims of domestic, sexual and gender-based violence, human trafficking and hate crime.

**PURPOSE OF THE ROLE:** The Project Coordinator will work to design and develop the new Migrant Victim Support service, informed by best practice and in collaboration with the project advisory group. The Project Coordinator will be responsible for a range of duties including project management, policy and research, stakeholder engagement, monitoring and evaluation.

**ROLE TITLE:** Project Coordinator

**REPORTING TO:** Direct Support Manager

**LOCATION:** Limerick, with hybrid & remote working opportunities to be agreed

**HOURS:** 21 - 35 hours per week, depending on successful candidate

**DURATION OF CONTRACT:** Until 31st December 2022

#### **DUTIES & RESPONSIBILITIES**

The successful candidate will work as part of a team to design, develop and deliver a pilot project that has the following deliverables and activities:

##### **Stakeholder management**

- Identify relevant key stakeholders from statutory and non-statutory agencies
- Engage with community representatives through outreach initiatives
- Establish and coordinate the project advisory group, including minute taking, meeting coordination and follow-up actions

- Maintain communication and manage relationships with all key stakeholders

### **Policy development & research**

- Research and compile evidence of best practice nationally and internationally to inform service design, development and delivery
- Data monitoring, collection and analysis
- Stay current with developments in the victim and migrant support sector, including racism, hate crime, anti-trafficking and gender-based violence
- Represent Doras on relevant networks and forums related to the project including on anti-racism, hate crime, anti-trafficking and gender-based violence

### **Communications & marketing**

- Promote the victim support service externally to individuals, communities and service providers
- Design, develop and deliver targeted awareness raising and campaign initiatives to promote the project
- Produce information resources and promotional materials, including coordination of translation services, design and distribution

### **Project management**

- Develop and implement project plans
- Produce internal procedures and protocols for service delivery
- Provide regular feedback to Doras management on progress
- Undertake responsibility for ensuring that the project is delivered on time to a high standard

### **Supervision**

- Provide guidance and supervision to project staff on individual cases, in collaboration with Doras management
- Identify opportunities for strategic advocacy in collaboration with project staff and Doras management

### **Monitoring, learning & evaluation**

- Monitor cases and trends, including production of regular statistical reports
- Develop feedback mechanisms to monitor quality standards in service delivery
- Share learning from the project to contribute to victim support service development
- Production of final project evaluation report

### **Funding & project development**

- Identify opportunities for funding and project development, in collaboration with Doras management
- Source additional funding to develop project beyond pilot phase

# Person Specification

## Skills & Attributes

- Ability to develop and manage professional relationships with statutory and non-statutory service providers, migrant victims and communities, Doras colleagues and other stakeholders
- Strong organisation and project management skills, with the ability to manage and prioritise workload
- Ability to analyse research, data and policy
- Strong understanding of gender, migration and human rights issues
- Pragmatic and motivated in their approach
- Strong communications skills
- Additional language skills considered a strong asset

## Professional Experience

- Experience working in a similar role project coordination or victim support role
- Experience working with victims of crime and/or people from a migrant background
- Report writing and information resource production experience
- Stakeholder engagement and relationship building skills
- Digital literacy, including familiarity with CRM systems, Microsoft packages, databases and Sharepoint
- Management and staff supervision experience considered an advantage

## Qualifications

- Degree in Social Science, Social Care, Law or similar of relevance to the role
- Qualification in Project Management considered an advantage

## Application process

To apply, please complete our Job Application Form and return it to [recruitment@doras.org](mailto:recruitment@doras.org) by close of business on **22<sup>nd</sup> May 2022**. CVs will not be accepted as applications.

For further information and enquiries about this role, please contact John the same address.