



Celebrating  
20 Years

Addressing inequality and sustaining democracy since 2001

## Join our team: TASC is hiring a Project Coordinator to join our Climate Justice Centre

TASC is looking to hire a Project Coordinator to increase the capacity of the TASC Climate Justice Centre as we advance several new climate justice initiatives. This unique roll will give the successful candidate the opportunity to work on both local and multilateral climate justice initiatives. If you care about people and their rights, understand the gravity of the catastrophe we face in terms of climate breakdown and wish to work on solutions that address inequality, empower people and accelerate climate action, we'd love to hear from you!

This is a fixed-term contract of 7 months which, subject to funding, may be extended.

The Project Coordinator reports directly to the Executive Manager of the TASC Climate Justice Centre while also interfacing with other programme managers, project coordinators, admin and communications staff at TASC.

The Project Coordinator is based in Dublin, Ireland – though working conditions during COVID-19 are flexible. Depending on pandemic related restrictions, the coordinator is likely to be required to travel to project sites and other locations, particularly the two pilot locations of the People's Transition pilot projects in Phibsborough, Dublin and Ardara, Donegal.

### About TASC and the Climate Justice Centre

TASC is an independent think-tank whose mission is to address inequality and sustain democracy by translating analysis into action.

TASC's Constitution presents its main objectives as:

- Promoting education for the public benefit
- Encouraging a more participative and inclusive society
- Promoting and publishing research for public benefit

As a public education charity, TASC engages in research and public outreach concerning inequality, democracy, and climate justice in the current political, economic, and social environment. Through its work, TASC seeks to increase public knowledge of economic and social policy, improve working conditions, facilitate a just transition to advance climate action and protect livelihoods and communities, and more generally, contribute to positive social change in Ireland and the EU.

The **TASC Climate Justice Centre** is an evolving initiative established to devise solutions and advance responses to the climate crisis that address inequality, empower communities, and share the benefits and burdens climate action equitably and fairly. The work of the Climate Justice Centre is currently focused on local

participatory and community-led approaches to climate action as well as engagements with United Nations processes to advance climate justice concerns in multilateralism.

### Core Responsibilities include:

- Work as part of a small team to deliver the objectives of the TASC Climate Justice Centre strategy.
- Supporting the delivery of the Tasc People's Transition pilot projects in conjunction with the Executive Manager, through:
  - Developing projects' plans, methodology and guidelines that ensure that the field level interventions are planned and executed effectively and efficiently via a sustainable and replicable model.
  - Updating project and strategic plans based on evolving circumstances.
  - Maintaining sound and productive working relationships with community stakeholders, NGO's and Government bodies.
  - Engaging stakeholders in creative ways that include online and, where possible, offline organising.
  - Arranging and facilitating meetings and "listening and learning" exercises, for the purposes of both needs assessment and capacity building.
  - Strengthening the partnership spirit within the programme stakeholders and identifying barriers to participation.
  - Working with community to identify issues and needs, as well as assets and capacities that are latent within communities.
  - Working with relevant expertise to devise co-created community solutions.
  - Engaging with the media as necessary.
  - Documenting project development for dissemination to a variety of audiences.
- Engaging with other Climate Justice Centre projects, as required, for example:
  - Support the development of strategies, programmes and projects to promote people centred climate action in Ireland, Europe and globally.
  - Draft and input into documents to inform the Centre's activities, including position papers, concept notes, agendas, proposals and presentations.
  - Keep abreast of the policy context in which the centre operates and the processes it seeks to inform and influence.

### Required Qualifications and Experience:

- A post graduate degree ideally in community development, sustainable development, climate change, development studies or human rights; other relevant qualifications may be considered.
- At least three years of progressively responsible experience, preferably in a community-facing area such as community development, community organising, advocacy, social enterprise.
- Proven track record of strong project coordination.
- Proven success in developing and implementing projects requiring engaging of stakeholders with different perspectives and aspirations.
- Experience in facilitating in person and virtual meetings, round table dialogues and assembly events.

### Desired Qualifications and Experience:

- Experience in policy analysis and drafting of concept notes, position papers and research papers.
- Experience in media engagement.

### Required Skills:

- Effective listener with the ability to distil out critical substantial and contextual information from conversations.
- High level of emotional intelligence with a genuine care for people, their sense of belonging, their stories and their aspirations.
- Good interpersonal skills with the capacity to work in a multicultural setting.
- Excellent written, computer and oral presentation skills.
- Able to effectively prioritise and organise own workloads and operate under pressure.
- Fluent English with fluency in the Irish language being a distinct advantage.

### Key competencies:

- The successful candidate will conduct themselves with integrity and will treat people with empathy, politeness, and kindness.
- The successful candidate will encourage colleagues and value collaboration and teamwork that shares in success and learns from shortcomings.
- The successful candidate will not fear making mistakes, being wrong or coming up short.
- The successful candidate will have the ability to understand and appreciate issues from a wide range of perspectives and adapt their own thinking and approach based on this understanding.

### Expected hours of work:

This is a full-time post (35 hours per week). The successful candidate will need to be flexible in terms of working as it is expected that community facilitation work will occur beyond a typical 9-5 schedule.

### Compensation:

The salary for this role is an annual salary of between €35,000 and €38,000, pro-rata and depending on experience.

### Applications:

Send your CV with a 1-page cover letter to [contact@tasc.ie](mailto:contact@tasc.ie) by Wednesday, 10th March 12 noon. Unfortunately, due to capacity constraints, we can only guarantee a response to shortlisted candidates.

*All information received from candidates will be processed in accordance with the Data Protection Acts, 1988 and 2003 General Data Protection Regulation (GDPR; 2018)*

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