



# Director

APPLICATION INFORMATION

## **The Organisation**

GENE is the network of Ministries and Agencies with national responsibility for Global Education in European countries. Begun in 2001 with 6 Ministries and Agencies, GENE now brings together over 40 Ministries of Foreign Affairs, Education, Development and their Agencies to network and engage in policy information, sharing and learning. GENE works towards the day when all people in Europe – in solidarity with people globally – will have access to quality global education.

GENE works to achieve more and better global education in Europe through a number of processes developed over the past 15 years, including:

- **Multilateral Roundtables** – twice yearly, hosted by national ministries and agencies, for sharing learning among policymakers;
- **The European Peer Review Process, and national Peer Review reports** – of global education policy and provision in selected countries, to enhance quality and reach, to share good practice and innovation, to improve standards;
- **Policy Research** – of cross-cutting themes identified as priorities for quality improvement in the field; also ensuring that policy is informed by evidence and adequate theoretical input;

GENE is entering an exciting new phase of its journey; after 15 years of steady and sustainable growth, GENE now continues on the same trajectory, and has grown to become a Europe-wide network. With recently enhanced support from Ministries and Agencies, and with contracted support from the European Commission for 2016-2018, GENE is now in a position to enhance the above mentioned initiatives and to engage in new programmes, also based on the experience of improving and increasing policy, provision and reach. These programme will include:

- **The Increase and Innovation Programme** - working to support the development of national funding structures, and strategies, in countries where there is currently little provision; and to promote innovation in the field through a modest innovation fund.
- **Global and Regional Programme** – working with national ministries and agencies in other regions globally; and in a small number of global policy processes relevant to Global Education.
- **Information and Outreach** – while GENE's priority continues to be the support of policymakers, this programme will enable learning from GENE process to be shared more widely with other stakeholders, particularly with CSOs and Local Authorities.

**The Board of GENE is pleased to announce that the position of Director is now being advertised in open competition. GENE is seeking an exceptional individual with commitment to, deep understanding of and vision in regard to Global Education policy, provision and practice; with a high level of skill in multi-lateral and bilateral diplomacy; with an ability to lead the organisation and to manage the Secretariat; and with a commitment to building a sustainable organisation that will continue to grow and flourish until it has fulfilled its mandate: to work towards the day when all people in Europe will have access to quality Global Education.**

**For more information on the organisation see [www.gene.eu](http://www.gene.eu)**

## **DIRECTOR**

### ***Duties and Responsibilities***

- Provides leadership, promotes vision, encourages innovation.
- Leads strategic thinking and planning.
- Head of Secretariat; manages policy, programme, office and personnel.
- Secures adequate funding.
- Manages financial oversight, planning and timely reporting.
- Ensures accountability, empowers and facilitates strong governance.
- Develops external relations (in conjunction with Chair); and relations with stakeholders.
- Analyses and manages risk.
- Act as secretary to the Board

### ***Competencies***

- Strong knowledge of, experience of, vision for and thought-leadership in Global Education;
- Ability to engage in policy-level leadership and diplomacy with Ministries and Agencies;
- Ability to communicate effectively and to build relationships around a common vision and agenda;
- Ability to lead and to manage a small, diverse, geographically widespread team;
- Track record of implementing complex programmes effectively;
- Ability to attract funding, to sustain increased funding, to develop and deliver on organisation funding targets;
- Ability to represent the organisation faithfully;
- Drafting, editing, and consensus-based document production skills.
- Financial management experience and skills.
- Ability to lead an organisation, to strengthen and empower governance structures.

### ***Proficiencies***

- Tact, diplomacy, experience in international work
- Ability to work fluently in English and in one other European languages
- ICT, finance, research management, policy, facilitation and presentation skills.
- Experience of managing and ability to deliver on, report on, and grow EC funded programmes.  
Ability to develop, grow and sustain networks

### ***Qualifications***

- Advanced university degree in a field related to the position (Education, International Relations, Development Studies, etc.)
- At least 5 years' experience in a field related to Global Education, Education Policy, International Development, etc. and in a relevant organisation (Ministry or Agency, CSO, International organisation, etc.)

### ***Reports to:***

- The Board of GENE; with interim reporting to the Chairperson.

### **Working Conditions**

**Location:** The GENE admin centre has been established in Dublin; a GENE office may be established in Dublin or another European capital, in consultation between the Board and the new Director. Meanwhile, GENE workers are employed in a variety of locations and work together through virtual office spaces.

The position of Director is full-time; the position will require travel and some work outside of normal office hours.

**Holidays:** Annual leave entitlement is 25 days; with national holidays according to place of residence.

**Nature of the contract:** The contract is a fixed-term, fixed-purpose contract, of 3-years duration, with 6 months probationary period. The contract is funding-dependent. GENE is funded by a number of national Ministries and Agencies, and has entered into a partnership contract agreement with the European Commission for 2015-2018; and has established the foundations for further positive prospects for the 2018-2022 period.

**Salary:** The salary for the position is currently set at **€85,000** annually

**To apply please send detailed CV, a cover letter outlining your suitability for the position, and a short outline of your vision for, or priorities in, leading the Secretariat and the organisation.**

### **Send by post to:**

The Chairperson  
GENE – Global Education Network Europe  
Suite 8  
Fulcrum Office  
86 Amiens Street  
Dublin 1  
Ireland

### **Or by email to:**

[info@gene.eu](mailto:info@gene.eu) making the subject: For the attention of the Chairperson

**The closing date for receipt of applications is Friday 29<sup>th</sup> July 2016.**

**GENE is an equal opportunity employer.**