



Vacancy with Pavee Point Traveller and Roma Centre Violence against Women (VAW) Programme Coordinator

Job title: Programme Coordinator

Job overview: Using an inclusive community work approach, the Programme Coordinator will lead the VAW Team which delivers a number of projects in relation to domestic, sexual and gender-based violence (DSGBV) and promotes women's rights and gender equality. Through our work we aim to influence policy, service provision, and support and resource Traveller organisations and Roma networks. The Coordinator will be responsible for ensuring the Programme delivers on its contract commitments to funders and on the strategic objectives of the organisation. The Coordinator should demonstrate leadership and analytical skills and work towards ensuring staff wellbeing and motivation.

Reports to: Pavee Point's Policy Manager

Place of Work: Pavee Point Traveller and Roma Centre (46 Charles St. Great, Dublin 1).

Contract/Salary Scale: This is a full-time position, with some flexibility depending on the right candidate. Salary will be negotiable in line with experience, but will be in the range of €49,452-€60,789. We offer a pension scheme and generous leave entitlements. The length of the contract is subject to funding, and a probation period will apply.

Duties and responsibilities:

- Coordinate the Programme in line with the strategic goals and commitments of the organisation
- Lead, motivate and support the team in its work
- Lead on developing policy positions and advocacy materials in relation to Traveller and Roma women's rights and DSGBV to inform relevant policy, strategy and initiatives at national and international levels
- Liaise with and report to funders and Pavee Point Management
- Network and collaborate with relevant stakeholders, including statutory agencies, service providers and Traveller and Roma organisations and networks
- Represent the organisation in relevant spaces and structures
- Support the team with recording and identifying solutions to emerging issues
- Put in place and implement processes and structures to support and supervise the team
- Work as part of the wider Pavee Point team to progress the organisational goals and objectives, including participation and contribution to subgroups and internal systems
- Undertake other duties as deemed relevant by the Co-Directors or management

Person Specification: The Coordinator would ideally have most of the following:

- Experience in programme coordination/management

- Experience and/or qualification in community development, human rights, education, project or programme coordination/management, leadership or other relevant area to the post
- Experience in the community/voluntary sector
- Strong attention to detail and a resourceful approach to problem solving
- Ability to multitask and manage different project timelines at once
- Strong presentation and communication skills, verbal and written
- Excellent IT skills
- Experience in budgeting and financial reporting
- Ability and experience with supervising, supporting, leading and motivating a team
- Clear understanding of issues facing Traveller, Roma and other socially excluded groups and/or experience in working with Travellers, Roma or other socially excluded groups
- Clear understanding and analysis of intersectional discrimination and racism, DSGBV and gender inequality
- Knowledge and understanding of policy, practice and service provision in relation to DSGBV and social inclusion of women
- Experience with developing policy positions and advocacy materials
- Experience in partnership work and capacity to work with people from a wide range of backgrounds, agencies and sectors
- Experience of achieving outcome through advocacy work
- A commitment to equality, interculturalism and anti-racism
- Experience of working with minority ethnic groups would be desirable

Terms & Conditions:

The appointment will be for a fixed term contract of 12 months, which may be renewable, depending on, and in line with financial allocations and Pavee Point's overall direction and development.

To apply, please email the job application to lee.davis@pavee.ie

<https://www.paveepoint.ie/wp-content/uploads/2025/01/Pavee-Point-Job-Application-Form.docx>

Closing date for applications is 11 December, 2025. Interviews will be held the following week.

Pavee Point is an equal opportunities employer.