

Job details	
Title:	Team Lead Development portfolio
Reporting to:	Head of Programmes
Key relationships:	Business Development Technical Advisors (Education, Protection, MHPSS, SRHR) Finance team Other Team Leads
Grade:	4
Department:	Programmes Department
About Plan International Ireland	
<p>Plan International is an independent development and humanitarian organisation that advances children’s rights and equality for girls. Working together with children, young people, our supporters, and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children. We support children’s rights from birth until they reach adulthood. We enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge.</p> <p>We have been building powerful partnerships for children for over 85 years and are now active in more than 80 countries. Established in 2003, Plan International Ireland influences and supports Plan International’s work worldwide. In the last financial year our turnover was €17m and we worked directly with 19 countries across the globe.</p>	
Overview and purpose of role	
<p>The Team Lead, Development Portfolio provides strategic and operational leadership for a portfolio of institutional donor-funded programmes while directly managing a number of complex grants. The role oversees high-quality grant management, donor compliance, reporting, risk management, and portfolio performance, working closely with Country Offices and cross-functional teams. The postholder also contributes to donor engagement and business development, while leading and developing a small team to ensure effective delivery of programmes and continuous learning across the portfolio.</p>	
Key roles and responsibilities	
<p>Strategic Oversight and Management of the Development Portfolio</p> <ul style="list-style-type: none"> • Lead and oversee the effective management and delivery of a designated development portfolio (EU INTPA, Global Partnership for Education (GPE), UN agencies, private donors), ensuring high-quality implementation across the project cycle in line with donor requirements and Plan standards. • Provide strategic and technical leadership to team members, ensuring coordinated portfolio management, workload planning, and consistent application of best practices • Maintain direct responsibility for managing a portfolio of strategic and/or complex grants, including donor engagement, compliance oversight, and reporting. • Ensure the timely and accurate submission of donor reports, working closely with Programme, Monitoring & Evaluation, Finance, and Compliance colleagues to meet donor and organisational standards. 	

- Identify recurring financial, compliance, or implementation challenges across the portfolio and lead the development of practical solutions and process improvements.
- Promote and monitor consistent application of donor regulations, internal policies, financial management standards, and risk management practices across all assigned grants.
- Proactively identify, assess, and position the organisation for upcoming funding opportunities in line with organisational priorities and country programme needs.
- Lead and support capacity-strengthening initiatives for Country Offices, partners, and portfolio staff, both remotely and through in-country engagement.

Cross-Functional Collaboration and Business Development

- Contribute to strategic fundraising and donor engagement efforts with European and international donor agencies, including EU INTPA, GPE, UN agencies, and other institutional donors.
- Work closely with Programme and Finance & Compliance teams to strengthen portfolio performance and ensure integrated grant management.
- Contribute to analysis of portfolio performance data, grant parameters, compliance trends, and key performance indicators to support strategic decision-making and continuous improvement.
- Coordinate team contributions to internal and external audits, expenditure verifications, donor reviews, and compliance assessments, ensuring timely follow-up on recommendations and actions.

Collaboration, Representation and Networking

- Build and maintain effective, trusted relationships with Country Offices, National Offices, and internal stakeholders across Plan International Ireland and the wider Plan network.
- Represent the organisation in relevant internal and external networks, donor forums, and sector coordination platforms.
- Contribute to the visibility and communication of the department's work within Ireland, across the Plan network, and in relevant external forums.
- Actively participate in strategic planning, departmental initiatives, and organisational development processes.
- Foster a culture of continuous learning, knowledge sharing, and collaboration across the team and wider organisation.

People Management and Leadership

- Lead, manage, and develop Development Portfolio Desk Officers and/or Support Officers in accordance with Plan International Ireland's values and people management standards.
- Provide day-to-day leadership, coaching, technical guidance, and performance management to ensure high-quality delivery across the grant portfolio.
- Support staff development through regular feedback, mentoring, capacity-building opportunities, and individual development planning.
- Ensure effective team coordination, prioritisation, and resource allocation to meet portfolio objectives and donor commitments.
- Promote a positive, inclusive, and high-performing team culture that encourages accountability, collaboration, and continuous improvement.

Person specification

Education and Professional Background

- University degree in international development, humanitarian studies, social sciences, business, finance, or a related field, or equivalent relevant professional experience.

- Experience supporting the management of donor-funded international development programmes throughout the project cycle, including planning, monitoring, reporting, and risk management.
- Knowledge of institutional donor requirements and grant management processes, with experience of one or more major donors (e.g. EU, UN agencies, GPE, bilateral or private donors).

Grant Management, Compliance and Financial Oversight

- Demonstrated experience applying programme quality, financial management, compliance, and risk management principles within international development programmes.
- Experience in programmatic and financial donor reporting, financial monitoring, audits, compliance reviews, or similar accountability processes.
- Excellent analytical and numerical skills, including the ability to interpret budgets, financial reports, and performance data.
- Ability to analyse information, identify risks and trends, and contribute to practical solutions and continuous improvement.

Leadership and Capacity Strengthening

- Experience leading, supervising and/or coordinating staff, teams, or cross-functional working groups.
- Experience supporting the development of colleagues and partners through mentoring, training, coaching, or knowledge sharing.

Communication, Collaboration and Relationship Management

- Demonstrated ability to build effective working relationships and collaborate across diverse teams and stakeholders.
- Strong communication skills, including the ability to communicate clearly and adapt messages for different internal and external audiences.
- Excellent written and spoken English.

Planning and Organisational Skills

- Strong organisational skills, with the ability to manage priorities and meet deadlines.
- Proficiency in Microsoft Office applications, particularly Excel, Word, and PowerPoint.

Values and Other Requirements

- Strong commitment to children's rights, gender equality, and Plan International's values.
- Willingness and ability to travel internationally, including to programme countries, and work across multiple time zones when required.

Desirable Qualifications, Skills and Experience

- Experience with EU INTPA, GPE, UN agencies, or other multilateral funding mechanisms.
- French language skills; additional languages would be an asset.
- Experience working with programmes in West and/or Central Africa and/or Asia-Pacific.
- Experience in one or more of Plan International's thematic areas, particularly education, child protection, SRHR, gender equality.

Personal Attributes

- Strong collaborator with excellent interpersonal, relationship-building, and intercultural communication skills.
- Positive, proactive, and solution-focused approach to work.
- Demonstrate initiative, sound judgement, and accountability.

- Ability to adapt to changing organisational needs and priorities.
- Committed to continuous learning and supporting the development of others.
- Able to balance strategic thinking with attention to operational detail.
- Passionate about Plan International's vision, values, and feminist leadership principles.
- Committed to contributing positively to organisational development and the successful delivery of Plan International Ireland's programme strategy.

Salary and benefits

Plan International Ireland operates a salary scale, as well as a broad range of employee benefits. This role is graded as a Level 4 within our salary scale, which starts at €49,000 gross per annum. Placement on the scale will be dependent on level of experience, location and fit within the role.

In addition, Plan International Ireland provides a number of employee benefits, some of which include:

- Private Health Insurance for all employees (from commencement date)
- Matching company pension contributions up to 5% (once probation is complete)
- Flexible working hours (core hours of 10am to 4pm daily, 37 hours per week)
- Commitment to training and development.
- 25 days annual leave, increasing with length of service up to 30 days.
- As an employee you will also be able to sign up to the Bike-to-Work scheme, or the TaxSaver scheme for DART, LUAS, and Dublin bus users.

Duty station

Duty Station: Dublin, Ireland is strongly preferred. Candidates based in other European countries where Plan International has an established office may also be considered, subject to local employment arrangements, experience leading remotely and organisational requirements. Travel to Country Offices, including remote and sometimes challenging locations in the country is required.

To apply

Please submit your CV along with a letter outlining why you feel you're the right person for the role by **8th July 2026**, COB.

Safeguarding

Plan International is committed to safeguarding people within our programmes from exploitation and abuse and has specific policies on this commitment (including a Code of Conduct) which outlines the expected behaviour and the responsibility of all staff, consultants, and other organisational representatives.

Any candidate offered a job with us will be expected to sign our Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. Specific roles may require police/Garda vetting.