



Senior Research and Policy Project Manager

The Organisation: The Irish Penal Reform Trust

IPRT is the only national campaigning and advocacy organisation in Ireland which is based on a commitment to social justice and campaigns for the rights of everyone in the penal system and the progressive reform of penal policy with imprisonment as a last resort.

Our work is evidence-based, informed by over 22 years of experience, extensive on-the-ground research and proactive engagement with prisoners and all those affected by the criminal justice system. Our aim is to shift the focus of our penal system away from its current emphasis on punishment towards approaches based on prevention, diversion, and the integration of criminal justice policy with wider social policy. A more effective and humane penal system, which combats social injustice and has safer communities at its heart, also benefits communities and wider society through its emphasis on crime prevention, rehabilitation, and a reduction in reoffending - with a consequent reduction in the number of victims of crime. We believe that effecting change at the highest level will have the greatest impact for the largest number of people. To this end, we focus our efforts on generating evidence-informed policy recommendations, and working constructively with decision-makers to deliver effective penal policy in Ireland.

Person Description

IPRT wishes to recruit a Senior Research and Policy Project Manager on a fixed-term contract of three years. The post-holder will have very well developed skills and experience in both research programme delivery and planning including management of interns and project management.

The Senior Research and Policy Project Manager will also provide key policy functions including engagement with domestic legislative, parliamentary and consultation processes and international mechanisms including CEDAW and UNCAT. These advocacy activities require a consistent ability to respond to opportunities to influence policy makers at short notice and a current knowledge of both the penal policy context and the work of the organisation.

Essential:

- A relevant third level qualification, preferably in the area of law, social science, criminology or human rights;
- Knowledge of Irish penal and social policy and the particular human rights frameworks which apply to people in the penal system;
- Demonstrable understanding of relevant policy-making processes and an ability to write and engage a policy audience;
- Experience in a senior research role;
- Evidence of published research and/or policy papers;
- Experience in research programme planning and delivery;
- High-level numeracy and literacy skills;
- Commitment to social justice;

Desirable:

- Qualifications or significant experience in a range of research methodologies both quantitative and qualitative;
- Experience with grant applications and reporting to funders;
- Experience in making oral submissions and presentations;
- Experience of managing volunteers and/or junior researchers;
- Experience in managing relationships with stakeholders.

Job Description – Senior Research and Policy Project Manager

€40k-€45k commensurate with experience

- IPRT has secured dedicated funding for an exciting new human rights project, part of which will include the production of a flagship annual publication on human rights in prison, due to be first published in 2017. The Senior Research and Policy Project Manager will be centrally involved in the initial methodology design, research and delivery of the substantive content of this publication.
- In addition, the Senior Research and Policy Project Manager will implement the other research and policy work of the organisation, in line with the IPRT Strategic Plan 2016-2021 including:
 - Preparing high quality briefings, submissions, research and policy/position papers as required;
 - Proactively monitoring relevant developments in Irish and international law and penal policy, which have implications for penal reform in Ireland;
 - Ensuring IPRT's portfolio of policy and research materials are consistently up to date;
 - Contributing to IPRT's advocacy and engagement with lawmakers, legal professionals, the judiciary and other stakeholders;

- Strengthening and maintaining links between IPRT and academia, developing IPRT's role as a conduit for high quality research in relevant disciplines into public debate on penal matters;
 - Apply for, manage, deliver and report on other research project grants as required;
- The successful candidate will also be expected to contribute to and support the related demands on the organisation, namely
 - Management of the IPRT Internship Programme;
 - Responding to information queries and referrals received by IPRT;
 - Tracking and responding to prisoner correspondence received by IPRT;
 - Creating opportunities for former prisoners, family members and key service providers to regularly feed into IPRT's work.
- The successful candidate will also contribute to the organisation by:
 - Building strong and positive working relationships with colleagues in the organisation;
 - Working in accordance with Governance Code ethics and standards;
 - Undertaking other duties which are commensurate with the role, in pursuit of the Strategic Plan, as agreed with the Executive Director.
- Please note that this is a full time position based in our offices in central Dublin. Occasional travel may also be required.

Application Procedure

Applications will be shortlisted by the interview panel only if fully completed, and must contain:

- a curriculum vitae;
- a supporting statement of no more than 2 pages demonstrating experience of the essential criteria detailed in the job description and as outlined above;
- 2 samples of writing, of no more than 1,500 words each; and
- contact details of two referees (referees will not be contacted without the applicant's consent).

Applications and queries should be submitted to director@iprt.ie and should have “**Senior Research and Policy Project Manager**” in the email subject line.

Closing date for all applications Wednesday 24 August at 12 noon.

Interviews will take place as soon as possible thereafter in central Dublin.