



Irish Penal Reform Trust

Administrator/Assistant Communications Officer (part-time summer position)

Applications are invited for the post of Administrator/Assistant Communications Officer of the Irish Penal Reform Trust (IPRT). The successful candidate will be responsible for overseeing IPRT office administration, website maintenance and membership services.

About the IPRT

The Irish Penal Reform Trust (IPRT) is Ireland's leading non-governmental organisation campaigning for the rights of people in prison and the progressive reform of Irish penal policy. Our work is based on the belief that the Irish Prison Service must meet or exceed international best practice and human rights standards, and that Ireland must reduce the use of incarceration by addressing the causes of criminal behaviour, and implementing effective non-custodial sanctions and restorative justice programmes. The IPRT is a registered charity and is an NGO in Special Consultative Status with the Economic and Social Council of the United Nations.

The IPRT engages in numerous core activities in pursuit of our mandate. These include:

- Original and high quality research on prison/criminal justice issues, youth justice and prison conditions
- Analysis and commentary on prison policy and justice legislation
- Engagement with Government and other elected representatives
- Conferences and public events on key prison and justice issues
- Public education via guest lectures and seminars, the IPRT website and the internet eBulletin
- Partnership and collaboration with Irish human rights organisations
- International collaboration on joint penal reform initiatives
- Media work and commentary

Desirable skills and experience

This is a part time (3 days per week) posting for the summer months. It offers an excellent opportunity for a college or university student with an interest in prison, criminal justice and/or human rights issues to gain experience working in a non-governmental organisation.

The successful candidate will have:

- A background in criminal justice, law and/or human rights
- Experience in basic office administration duties, including knowledge of the Microsoft Office software package
- Excellent written and verbal communication skills
- Strong organisational skills
- Ability to work independently

Job Duties

a) Office Administration

- Monitoring and responding to telephones and email queries
- Managing incoming and outgoing correspondence
- Filing and related office organisational duties
- Banking and assisting book-keeper prepare monthly accounts
- Other duties as required by IPRT Management Team

b) Communications

- Monitoring Irish media for prison/criminal justice related issues
- Updating IPRT website, often on a daily basis
- Assisting with preparation and distribution of media releases, publications and monthly internet newsletter
- Liaising with IPRT spokespersons to refer media queries and interview requests
- Preparing mailings to IPRT membership
- Assisting with public events (as necessary)
- Other duties as required by IPRT Management Team

The post will run from late May/early June until September. The exact start/end dates and total length of the contract to be negotiated with the successful candidate. The post is for 3 days (24 hours) per week at a rate of €15 per hour. The position will be supervised by the IPRT Management Committee.

Please send applications, including cover letter and CV (preferably by email), to:

The Search Committee
Irish Penal Reform Trust
53 Parnell Square West
Dublin 1
info@iprt.ie

Application deadline: 5pm Friday 11 May 2007
Interviews to be held the week of 21 May