



IPRT
Irish Penal Reform Trust

JOB DESCRIPTION

Executive Director

Irish Penal Reform Trust

Applications are invited for the post of Executive Director of the Irish Penal Reform Trust (IPRT). The successful candidate will lead IPRT's programme of research, policy and advocacy work, as well as oversee organisational management and fundraising.

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 high profile post. The successful candidate will possess strengths in policy/legislative analysis, organisational management and communications. He/she will have the ability to engage with elected representatives, senior civil servants and the media, and to lead and manage a multifaceted programme of policy, research and advocacy work.

The successful candidate will have skills or experience in some or all of the following areas:

- A knowledge and understanding of issues including law and policy in the areas of penal reform, criminal justice and human rights.
- An understanding, and preferably experience, of influencing public policy and law reform
- Experience, of managing voluntary organisations, including fundraising and working with a Board of Directors
- Excellent written, communication and media skills

Job Duties

- a) Organisational management and development
 - Overall development and day-to-day running of the organisation
 - Supervising contract researchers, volunteers and interns
 - Financial management in collaboration with an external bookkeeper
 - Fundraising, including writing grant applications and reports
 - Maintaining organisational compliance with relevant companies and charities legislation
 - Building IPRT membership
- b) Policy, research and advocacy
 - Overseeing IPRT policy and research projects, and ensuring such projects and publications meet the highest standards
 - Identifying key emerging issues and strategising IPRT responses
 - Monitoring ongoing legislative developments and intervening as necessary
 - Liaising with decision-makers and other stakeholders to promote IPRT positions
- c) Media work and communications
 - Promoting IPRT positions through the media
 - Overseeing the development and maintenance of the IPRT website
 - Overseeing delivery and circulation of IPRT publications and internet newsletter
 - Organising public events, annual lecture and conferences
- d) Board Support
 - Preparing support materials for the Board of Directors, including quarterly progress reports
 - Attending and participating in Board meetings
 - Organising the Annual General Meeting

The Executive Director is accountable to the IPRT Board of Directors, and is supervised by the IPRT Chairperson in collaboration with the Board Management Committee. She/he will be remunerated at a level commensurate with qualifications and experience but not exceeding €60,000 per annum.

Please send applications, including cover letter and CV, to:

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

The deadline for applications is Friday 20th July 2007. Candidates invited to interview will be asked to provide a writing sample (i.e. policy report, article, research paper) that they have authored in advance of the interview. At interview, candidates will be asked to give a five minute presentation on a topic to be provided in advance by the selection committee. **Interviews are provisionally scheduled for the weeks beginning Monday 13th August 2007 or 20th August 2007.**