

Irish Penal Reform Trust

Office Manager

Applications are invited for the post of Office Manager of the Irish Penal Reform Trust (IPRT). The successful candidate will be responsible for managing a small office, including effective office administration and financial management, and providing administrative support to the Executive Director.

About the IPRT

The Irish Penal Reform Trust Ltd (IPRT) is Ireland's leading non-governmental organisation campaigning for the rights of people in prison and the progressive reform of Irish penal policy. IPRT is committed to reducing imprisonment, respecting the rights of everyone in the penal system and progressive reform of the penal system based on evidence-led policies. IPRT will achieve these goals through:

- Original and high quality research on prison/criminal justice issues, youth justice and prison conditions;
- Raising awareness about our policy work and about the reality of the Irish penal system;
- Campaigning and building alliances through constructive engagement with all key stakeholders in the penal system.

IPRT is a small organisation currently with one full-time employee, an Executive Director who reports to a voluntary Board of Directors. In order to implement its Strategic Plan 2007-2010, IPRT is adding three full-time staff to the IPRT team – a Campaigns and Communications Officer, a Research and Policy Officer and an Office Manager.

Please e-mail a completed application form and cover letter to info@iprt.ie by January 23rd 2009 at 5pm putting "The Selection Committee (Office Manager Post)" in the subject line. Note that **only e-mail applications will be accepted.**

Office Manager Terms of Employment

The post will be for a two-year fixed term contract, from 2008-2010, with an initial six-month probationary period.

Salary will be: €33,300 Pro rata

This represents the first point on a pay-scale equivalent to
the public sector scale for Administrative Officer

Pensions and other terms and benefits are subject to negotiation.

Hours of employment: Full time 35 hour week with flexibility required.
(Part-time employment may be considered).

Annual leave entitlement: 25 days per annum pro rata.

Post holder responsible to: IPRT Executive Director.

Job Description

The post offers an excellent opportunity for an experienced administrator to work in a dynamic and growing non-governmental organisation.

Key duties of the post will include:

1. Maintaining a small office by
 - Establishing, maintaining and developing effective and efficient office systems;
 - Managing all correspondence;
 - Managing the IPRT accounts through the application of effective and efficient accounting systems.
2. Providing administrative support to the Executive Director;
3. Working closely with the Research and Policy Officer and the Campaigns and Communications Officer, including assisting with public events where necessary;
4. Supporting the fundraising process;
5. Undertaking other duties which are commensurate with the role, in pursuit of the Strategic Plan, as agreed with the Executive Director.

Person Specification, December 2008

Essential skills and experience:

1. At least three years experience in a senior administrative position;
2. Demonstrated effective skills in bookkeeping and financial management;
3. Comprehensive knowledge and daily use of Microsoft Office;
4. Strong written and verbal communication skills;
5. Excellent organisational skills;
6. Ability to work with initiative as part of a small team.

Desirable skills and experience:

- Commitment to the protection and promotion of human rights;
- Experience in the non-governmental not for profit sector;
- Experience as Personal Assistant to a Senior Manager;
- Experience in fundraising and processing grant applications to funders in the not-for-profit sector.

ATTITUDE

- Commitment to professional development and a team approach.
- Respect for the values and mission of IPRT.
- Commitment to and understanding of a working environment which promotes Equal Opportunities and has regard for the health and safety of others.

OTHER CONTRACTUAL

- Ability to work flexibly within the role and attend evening meetings and conferences as appropriate to the needs of the job.