



## **Legal and Public Affairs Manager (Maternity Cover)**

Applications are now invited for Legal and Public Affairs Manager (Maternity Cover) with the Irish Penal Reform Trust (IPRT). This position involves covering a senior role within the IPRT team, with responsibility for implementing our Legal and Public Affairs Programme and working to ensure lasting penal policy reform is embedded in law and practice. It is an opportunity to work in a small impactful organisation, driven by a shared passion for social justice, equality and human rights.

### **About IPRT**

The Irish Penal Reform Trust (IPRT) is Ireland's leading non-governmental organisation campaigning for human rights and best practice in the penal system, and for progressive penal policy in which prison is a sanction of last resort. Our work is underscored by our strong commitment to combating social injustice. We have a track record of achieving big impact for a small organisation. We do this through a combination of research, advocacy, engagement, public affairs, events and working in alliance.

Our work is evidence-based, informed by almost 30 years of experience, extensive research and proactive engagement with people affected by the penal 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, rehabilitation, 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.

Our model of change is that effecting reforms 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.

### **About the Role**

In 2020, IPRT secured dedicated funding for an exciting new Legal and Public Affairs Programme, with clear deliverable outputs and objectives. The Legal and Public Affairs Manager (Maternity Cover) will be responsible for continuing the delivery of the programme over a period of 12 months, with the goal of bringing about lasting reforms embedded in law and policy. The successful applicant will support the Acting Executive Director with senior management tasks.

IPRT promotes a penal model that prioritises rehabilitation over punishment, building safer and more equal communities. Our Legal and Public Affairs Programme goals are to inform and influence legislation, policy and public debate to break cycles of disadvantage and imprisonment. The programme has three primary areas of work:

- i. influencing law and informing debate through published research on sentencing, deterrence, diversion and non- custodial alternatives;
- ii. direct engagement with criminal justice and social policy leaders and legislators; and
- iii. engaging with our legal system to facilitate innovative and more effective approaches.

The Legal and Public Affairs Manager also contributes to key policy functions including engagement with domestic legislative, parliamentary and consultation processes. These activities require a consistent ability to respond to opportunities at short notice and a current knowledge of the legal, political and penal policy context and the work of the organisation.

The post offers an excellent opportunity for a candidate interested in gaining experience at a more senior level and contributing to the strategic direction of a high profile, dynamic and effective non-governmental organisation. It will be of particular interest to those interested in developing leadership skills through carrying out management and oversight functions.

IPRT is an equal opportunities employer, and we welcome applications from people with criminal records. We don't ask for information about convictions during the recruitment process.

This position is part-time (4-day week) for a fixed-term contract of 1 year.

**The closing date for applications is 12 noon on Friday 27<sup>th</sup> January 2023.**

**Shortlisted applicants will be invited to interview.**

**Any queries about the role should be directed to [director@iprt.ie](mailto:director@iprt.ie)**

## **Terms of Employment**

Hours of employment: 4 days a week for a fixed-term contract of 1 year.

Requirement to work flexibly within the role, and occasionally attend evening events as appropriate to the role. IPRT's time off in lieu policy applies.

Probation period: 6 months.

Salary: Region of €48,000 - €53,000 per annum *pro rata*, commensurate with skills and experience.

Annual leave entitlement: 25 days per annum *pro rata*.

Place of work: Usual place of work is the IPRT Office in Dublin 7, but IPRT is currently trialing a more flexible hybrid working model. There may be occasional travel, as appropriate to the role.

Post holder responsible to: Acting Executive Director

## **JOB DESCRIPTION**

Key responsibilities of the position will include:

- Developing research on sentencing, deterrence and non-custodial alternatives to prison, building on work done by IPRT in this area already;
- Identifying and responding to public affairs engagement opportunities, focusing on discrete areas where IPRT has identified a key opportunity to effect change and key areas of work set out in IPRT's new Strategic Plan;
- Providing strong, proactive and responsive engagement with legislative developments, including development of submissions, briefings, legislative amendments and presentations to Oireachtas committees;
- Supporting Acting Executive Director in providing secretariat support to the All-Party Oireachtas Group on Penal Reform, including through regular contact with co-chairs of the Group and the organisation of Group meetings;
- Proactively engaging with the legal community through management of the IPRT Solicitor Panel and holding of bi-annual Prison Law Seminars;
- Providing Acting Executive Director with management support as needed;
- Representing the organisation at the request of the Acting Executive Director, including at meetings, events and in the media.

## **OTHER**

- Build strong working relationships with colleagues in the organisation;
- Develop networks within the broader civil society environment;
- Work in accordance with charity governance, ethics and standards;
- Support the Executive Director in the implementation of IPRT's sustainability strategy;
- Undertake other duties commensurate with the role, in pursuit of the Strategic Plan, as agreed with the Executive Director.

## PERSON SPECIFICATION

### Essential

- A third-level qualification in law or other relevant discipline;
- Minimum of 4 years' relevant experience, including in a senior role;
- Demonstrable understanding of relevant courts, legislative and policy processes;
- Knowledge and understanding of Ireland's political and public affairs environment;
- Experience in lobbying and public affairs;
- Demonstrated experience in production of high quality submissions and papers;
- Excellent written and oral presentation skills, with experience in making effective oral submissions and presentations;
- Experience of building strong relationships with political stakeholders and influencers;
- Experience in programme planning and delivery;
- Excellent organisational and time-management skills;
- Passion and commitment to social justice in Ireland.

### Desirable Skills and Experience

- Experience with broadcast media;
- Experience of managing staff;
- Experience with donor engagement, grant applications and reporting to funders;
- Experience in financial management and reporting on budgets;
- Knowledge of ethics and standards for a charity;
- Demonstrable interest in penal policy in Ireland.

### Attitude

- A team player ready to work collaboratively with colleagues;
- Respect for the values and mission of IPRT;
- Flexibility and adaptability in response to strategic opportunities;
- Commitment to ongoing professional development;
- Commitment to and understanding of a working environment that promotes equal opportunities and has regard for the health and safety of others.

**Please send your curriculum vitae and a statement as to how you meet the Person Specification as set out above to [director@iprt.ie](mailto:director@iprt.ie) by 12 noon on Friday 27<sup>th</sup> January 2023.**

**Please write 'LEGAL AND PUBLIC AFFAIRS MANAGER (MATERNITY COVER) ROLE' in subject line of the email.**

**The Person Specification should cover each of the bullet points above and should be no more than 2 typed A4 pages in length.**

**Shortlisted applicants will be contacted for interview shortly after the closing date.**