



Governance and Administration Officer

Applications are invited for the post of Governance and Administration Officer with the Irish Penal Reform Trust (IPRT). The successful candidate will be responsible for the day-to-day administrative support of a small and vibrant organisation, with particular responsibility for governance and administration support.

About IPRT

The Irish Penal Reform Trust Ltd (IPRT) is Ireland's leading non-governmental organisation campaigning for respect for rights in the penal system with prison as a last resort. IPRT is committed to progressive reform of the penal system based on evidence-led policies. Our work is underscored by our commitment to combating social injustice.

About the Role

The post offers an excellent opportunity for an ambitious candidate to work in a high profile, dynamic and effective non-governmental organisation. The Governance and Administration Officer will provide general administrative support to the office and help to ensure compliance with relevant governance.

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

This position is full time for a fixed-term period of two years with a view to extension subject to funding. The IPRT is currently operating a hybrid working policy.

The closing date for applications is 12pm (noon) on Monday 20 November 2023.

Shortlisted applicants will be invited to interview, which will be scheduled shortly after the closing date.

Terms of Employment

Hours of employment:	Full time (35 hours per week, exclusive of breaks) for an initial two-year fixed term contract with a view to extension subject to funding. The successful candidate will undergo a six-month probationary period.
Annual leave entitlement:	25 days per annum
Salary:	€34,000 – 37,000 subject to experience with a 5% pension employer matched contribution following a successful probationary period
Post holder responsible to:	Executive Director

IPRT proactively encourages the professional development of staff members and supports relevant training and upskilling within agreed budgets.

Job Description

The key duties of the position will include:

ADMINISTRATION

- Acting as the first point of contact for the organisation on phone and email;
- Working with the team to ensure enquiries are tracked and responded to;
- Providing general administrative support and record keeping in the office including managing post, invoices, supporting funder reporting requirements, providing logistical support for meetings and maintaining office supplies and equipment to ensure day-to-day running of the organisation.
- Maintaining up-to-date and accurate key contact and mailing lists, including the details of all members and donors;
- Managing IT and CRM needs of office, including acting as liaison with external IT and CRM support;
- Providing administrative support on recruitment and HR matters;
- Providing administrative support to IPRT Team meetings and Board meetings.

GOVERNANCE

- Ensure IPRT remains compliant with the Governance Code through regular review and by the scheduling updating/renewing of policies and procedures as required;
- Support IPRT to honour all deadlines in relation to Companies Registration Office, Charities Regulatory Authority and other regulatory or legislative responsibilities, arrange signing of necessary documents with Board members as required;
- Support the organisation to comply fully with General Data Protection Regulation (GDPR) responsibilities and that all GDPR-related policies and procedures are implemented and remain current;

- Ensure the organisation complies fully with Health and Safety responsibilities and that all Health and Safety-related policies and procedures are implemented and remain current;
- Support the Chair of the Board in co-ordinating board development, board recruitment, board induction and board performance review;
- Support the Executive Director in preparation of Board reports and papers; preparing annual schedule of Board meetings; and supporting Board sub-committees as necessary.

EVENTS

Assistance with coordination of in-person and online events, including booking venues, organising catering, managing attendee lists, and organising travel arrangements for speakers (where needed) as well as event follow-up.:

MEMBERSHIP

Management of the IPRT membership database, including responding to sign-ups and renewals, supporting IPRT's communications with members and donors.

OTHER

- Building strong working relationships with colleagues in the organisation;
- Undertaking other duties which are commensurate with the role, in pursuit of the Strategic Plan as agreed with the Executive Director;
- Identifying own CPD needs in conjunction with the Executive Director.

Person Specification

Essential Skills and Experience

The successful candidate will have:

- At least three years' demonstrable experience in general office administration and/or a similar relevant role;
- Excellent administrative skills, organisational skills and ability to manage a complex workload;
- Confidence with IT and the basic office software packages (Word, Excel, PowerPoint etc.) with particular emphasis on MS Excel;
- Familiarity with and demonstrable experience with the Governance Code and governance requirements for charities;
- Excellent written and verbal communication skills;
- High level of attention to detail;
- Ability to be proactive, work on own initiative with clear direction as part of a small team, and manage competing priorities;
- Ability to work flexibly within the role, and occasionally attend evening events as appropriate to the needs of the role.

Desirable Skills and Experience

The successful candidate may also have:

- Understanding of Irish NGO sector;
- Experience of managing a membership database for an organisation, and CRM systems with a particular emphasis on Salesforce;
- Experience of working with a HR system like HR Locker;
- A good knowledge of Irish health and safety workplace requirements;
- Experience in dealing with financial matters including provision of financial information for funding reports and working to a budget;
- Experience of managing stakeholder relationships;
- Experience in providing support to a Board of Directors;
- Interest in social justice, penal policy and reform in Ireland.

Attitude

- Respect for the values and mission of IPRT;
- Commitment to ongoing professional development;
- Works well within a small dynamic team;
- Commitment to and understanding of a working environment which promotes equal opportunities and has regard for the health and safety of others.

Please send your curriculum vitae plus a statement (no longer than two pages) as to how you meet the Person Specification as set out above to director@iprt.ie by 12 noon on Monday 20 November. Please write GOVERNANCE AND ADMIN ROLE in subject line of the email.

Shortlisted applicants will be contacted for interview shortly after the closing date to arrange a date for interview.