

Job Description

IRLI Programme Coordinator

Position: Programme Coordinator
Location: Dublin
Hours of work: Full time
Reports to: IRLI Executive Director

Irish Rule of Law International (IRLI) is a joint charity of The Law Society of Ireland and The Bar of Ireland as well as the Law Society of Northern Ireland and the Bar of Northern Ireland dedicated to promoting the rule of law in developing countries. IRLI is primarily a project-based organisation with a variety of projects in countries such as South Africa, Malawi, Zambia, Tanzania and Myanmar which range in focus from human rights to commercial law, and in application from training of judiciary and lawyers to access to justice at a grassroots level and clinical legal education for law students. IRLI works to advance collective knowledge of the relationship between rule of law, democracy, sustained economic development and human rights.

The organisation works through a well-established network of legal professionals who engage on a pro-bono basis to support the organisation's programme portfolio, either in Ireland or through field visits and/or longer programme placements. As such public engagement, communication and continuous interaction with the Irish legal profession is key to the life of the organisation.

Position Summary:

Established in 2009, IRLI has progressively grown through the years expanding on both its programme portfolio and working networks. The organisation is now at an exciting stage having recently secured multi annual funding as well as having established a broad programme-base ranging from access to justice, institutional capacity building and legal education. This year IRLI will also embark in the development of a long term strategic framework to support and manage this growth and to provide strategic direction to the future of the organisation. In this context, the organisation is looking to hire a dynamic person to support the technical and administrative management of its varied programme portfolio and to help the Executive Director in the overall administration of the organisation. Under the supervision of the Executive Director, the Programme Coordinator will also have responsibility on fundraising, communication and public engagement.

The Coordinator will provide on-going support to the organisation and management of IRLI programmes and activities, including by ensuring adequate administrative support, supporting the on-going monitoring of programme activities according to project proposals and budget and producing narrative and financial reports in line with donor requirements. He/she will also support the internal administration of IRLI ensuring that the organisation adheres to relevant policies and best practice in financial, charity and volunteer management. The Coordinator will provide on-going support to IRLI legal volunteers and pro-bono lawyers and will support the Executive Director in the continuous expansion of IRLI professional network. The Coordinator will contribute to the management and further development of the communication function of IRLI, including by establishing innovative means for information sharing to maintain a vibrant relationship with IRLI supporters and promote and raise awareness about the work of IRLI. S/he will also be in charge of organising and managing established fundraising events and will be pro-active in developing new fundraising channels for IRLI, including by engaging with individuals, corporates and Irish-based foundations.

The Programme Coordinator will work full time and will be based in IRLI's office in Dublin, with occasional travel to programme field locations. S/he will report to and work directly under the supervision of IRLI Executive Director. S/he will engage with IRLI Board of Directors when necessary.

Main Responsibilities:

Programme Support

- Maintain a high level of knowledge and stay abreast with current best practices on all aspects of IRLI programmes.
- Provide technical, managerial and desk based support to all IRLI programmes, including limited travel to the field when necessary.
- Ensure adequate qualitative and quantitative monitor of all on-going programme according to established monitoring systems and tools.
- Provide on-going M&E support to the field staff.
- Develop and review the submissions of proposals, narrative and financial reports and Monitoring submissions to donors ensuring accuracy, completeness and timeliness.
- Support IRLI Executive Director in the development of new project proposals for programmes.
- Produce up to date material to share information about on-going programmes.
- Be available and support the country teams and/or the Irish delegations travelling to field locations in all administrative, logistic and technical needs.
- Develop and pilot innovative ways to show case of IRLI programme work.
- Monitor donor websites and calls for proposals and report on new opportunities to the Executive Director.

Engagement with Legal Volunteers and Pro bono Lawyers

- Develop and maintain a 'Volunteers and Pro Bono Lawyers Database'
- Ensure continued and innovative engagement with IRLI legal volunteers and pro-bono lawyers.
- Stay abreast of forthcoming volunteer recruitment needs.
- Participate in the recruitment of programme volunteers.
- Provide technical, administrative and logistic support to both Irish-based and field-based volunteers for the duration of their engagement with IRLI.
- Debrief recently returned volunteers and maintain a track record of volunteer's experiences, including on main achievements, challenges and lessons learned.
- Track volunteers' stories through IRLI media outlets.
- Make recommendations for training and development needs identified in support of country programme volunteers.

Media and Communication

- Support the development of the communication function of IRLI, in particular by ensuring a regular media presence to promote and raise awareness of the work of IRLI and build its public profile.
- Contribute to the production of IRLI quarterly newsletters and ensure the regular production of media pieces on the programme work of IRLI.
- Support the management and maintenance of IRLI social media platforms, including the website, Facebook, LinkedIn and Twitter.
- Develop and maintain a blog to reach the public with success stories and lessons learned from the field.
- Develop and maintain relationships with journalists and media outlets.
- Support IRLI Executive Director in the development of a Communication Strategy for IRLI.

Fundraising

- Develop strategies and ideas to expand IRLI Fundraising Function and support the Executive Director in reaching funding goals.

- Support and lead the organisation of on-going IRLI Fundraising events, including Legal Seminars, gala dinners, arts and sport events as well as identify and pursue new public fundraising opportunities.
- Design and produce materials such as posters, letters or newsletters to promote, market, or advertise fundraising events.
- Identify and pursue fundraising for IRLI projects through Irish-based Trusts and Foundations.
- Support the Executive Director in expanding the Corporate Fundraising Scheme of IRLI.

Administrative Support

- Support IRLI Executive Director in all tasks related to the day to day administration of IRLI office.
- Ensuring prompt response to incoming communication and direct request to relevant parties. Organise appointments.
- Planning meetings, coordinate agendas and ensure punctual minute taking.
- Update and maintain office policies and procedures.
- Ensure smooth on and off-line working systems amongst all IRLI employers, programme lawyers and pro-bono volunteers, including maintain up to date IRLI contact list and volunteers database.

Person Specification:

Essential Requirements:

- A Bachelors' degree and/or a Masters level degree in Development, International Politics, Human Rights or related fields.
- A minimum of 2 years professional experience in international development.
- Experience and a keen interest in programmes related to human rights, rule of law and legal development issues.
- Proven track record in proposal and report writing, ideally within the development context and/or to institutional donors.
- Familiarity with Irish-based and international donor priorities and grant implementation, monitoring and evaluation guidelines.
- Ability to work well under pressure, prioritise a wide range of competing tasks and meet deadlines.
- Self-motivated, dynamic and the ability to work independently and cooperatively.
- Appreciation of the aims and objectives of IRLI.
- Adept in use of Word, Excel, PowerPoint.
- Fluent in spoken and written English with strong analytical skills.

Desirable Requirements:

- Familiarity and previous engagement with the Irish legal profession is highly desirable.
- Overseas work on international programmes is highly desirable.
- Excellent interpersonal skills and the ability to communicate and relate with a wide range of external audiences.
- Fundraising experience for charities and the capacity to organise and manage public events.
- Proven ability to execute communication and public engagement activities, preferably in the charity sector.
- Ability to create new ideas, relationships, systems, or products, including launch creative and innovative initiatives.

Recruitment and Applications

The deadline for submission of applications is **Friday 24th February 2017**.

Please send:

- 1.** A curriculum vitae
- 2.** A cover letter describing why you are interested in the position and summarising your relevant experience and suitability for the post (no more than 2 pages in length).

Only applications received through applications@irishruleoflaw.ie will be considered.

Any queries should be directed to IRLI's Executive Director Vanina Trojan at vtrojan@irishruleoflaw.ie.