

Job Description
IRLI Operations Officer
Full-time, 9 months (maternity cover)

Position:	Operations Officer
Location:	Dublin
Hours of work:	Full-time, 9 months contract (maternity cover)
Starting date:	ASAP and preferably by the 13th November
Reports to:	Administrative Sub-Committee of IRLI Board of Directors
Salary range:	30,000 – 32,000 per annum

Irish Rule of Law International (IRLI) is a joint charity of The Law Society of Ireland and The Bar of 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.

Position Summary

The Operations Officer is responsible for ensuring the smooth and on-time management of IRLI's operations. S/He will ensure that IRLI operations, corporate governance finance and administration functions are executed in line with the IRLI Strategic Framework and according to the IRLI Operational Plan, which clearly identifies outputs and deliverables for the position. The Operations Officer will also support any logistic and administrative tasks related to IRLI's programmes, fundraising initiatives and public engagement functions working in close cooperation with the IRLI Programme Coordinator.

The Operations Officer will report directly to the Administrative Sub-Committee of the IRLI Board, liaise with all other relevant IRLI Board Sub-Committees as well as the IRLI Board as a whole.

This position is a full time position with a contract of 9 months, commencing as soon as possible. The Operations Officer will be based in IRLI offices in Church Street.

Main Responsibilities

1. Operations Management & Corporate Governance

- Oversee IRLI operations including payroll, payment to revenue, financial accounting and payments, data management and social media interface.
- Ensure that IRLI is compliant with all relevant company and charity legislation, including submission of Annual Returns/Reporting to the Companies Registration Office (CRO) and the Charity Regulator Authority (CRA).
- Support the development of the IRLI 2017 Annual Report.
- Ensure timely and appropriate execution of all IRLI Operational Policy Framework, including all Operational Policies, Standard Operation Procedures and Annexes.
- Manage the relationship with stakeholders, such as Dochas, Comhlámh and etc, including ensuring that IRLI is compliant with all requirements coming from code of conducts and other commitments taken with external actors.
- Ensure that IRLI insurance is up to date and follow up any relevant claims.

2. Accounts and Finances

- Oversee the execution and necessary revision of IRLI 2018 Budget.
- Support the Board in producing IRLI Annual Audited Account for 2017.
- Processing payments and monitoring expenditures within the authority delegated by the Board.

- Accounts administration. Ensure that sound bookkeeping and accounting procedures are followed.
- Provide the Board with comprehensive, regular reports on all IRLI income and expenditure.
- Ensure that IRLI complies with all relevant financial management legislation.

3. Administration

- Ensure punctual and appropriate day to day administration of IRLI office.
- Ensure prompt response to incoming communication and direct requests to relevant parties.
- Maintain all office administrative policies and procedures. Assist in planning meetings, coordinating agendas and ensuring punctual minute taking and appropriate filing.
- Managing all on-line and off-line subscriptions and payments necessary for the on-going operation of IRLI, such as to Drop-box, Let's Host and everydayhero.
- Ensure that all items are invoiced and paid on time and produce receipts and invoices for all relevant IRLI payments.

4. Logistic support to events, public engagement and programmes

- Support IRLI Programme Coordinator in the mobilisation, organisation and logistic execution of all IRLI public and fundraising events.
- Deal with a large volume of enquiries (via email and phone) from members of the legal profession and the public.
- Support IRLI Volunteers and pro-bono experts as well as professional exchanges.
- Support the preparation and revision of funding proposals and budgets for programme in conjunction with IRLI Programme Coordinator and as agreed by IRLI Board.

Requirements

- Third level qualification in operation and office management, administration, programme and financial management or related discipline.
- At least 2 years of secretarial and administrative experience, preferably within the international development sector and/or civil society sector.
- Ability to manage accounts and significant budgets.
- Knowledge and familiarity with the field and policies related to Corporate Governance.
- Overseas work, development experience and/or knowledge an advantage.
- Excellent organisational, communication and interpersonal skills.
- Ability to work well under pressure, prioritise a wide range of competing tasks and meet deadlines.
- Self-motivated with the ability to work independently and cooperatively.
- Appreciation of the aims and objectives of IRLI.
- Excellent IT skills.
- Fluent in spoken and written English with strong analytical skills.

Applications

The deadline for submission of applications is **Sunday 22nd of October 2017**.

Interviews will be held during the week commencing Monday 23rd of October.

The selected person is expected to start as soon as possible and preferably by the 13th November 2017.

Please send:

- 1. A CV**

- 2.** A cover letter describing why you are interested in working with IRLI and summarising your relevant experience and suitability for the post, with specific reference to the 4 key areas of responsibility.

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.