



Job Description IRLI Executive Director Full-time

Position:	Executive Director
Location:	Dublin
Hours of work:	Full-time
Timeframe:	12 months, with possibility of extension
Reports to:	Board of Directors
Salary:	Commensurate with experience

Irish Rule of Law International (IRLI) is looking for a dynamic person to take up the role of Executive Director for an initial period of 12 months. IRLI is a joint charity of The Law Society of Ireland and The Bar of Ireland, the Law Society of Northern Ireland and the Bar of Northern Ireland. The charity is dedicated to promoting the rule of law in developing countries through a variety of short-term focused projects in countries such as South Africa, Malawi, Zambia and Tanzania. IRLI works to advance collective knowledge of the relationship between rule of law, democracy, sustained economic development and human rights.

Position Summary

The Executive Director is responsible for the successful leadership and management of IRLI under the direction of the Board of Directors. Responsibilities include implementation of IRLI Strategic Plan 2018-2020, revenue generation, financial management, organisational development, staff and organisation management.

Main Responsibilities

1. Strategy and Planning

- Lead the implementation of the IRLI Strategic Plan 2018-2020.
- In line with the Strategic Plan, facilitate a collaborative process among the Board of Directors, staff and members of IRLI to develop goals, objectives and operational plans for IRLI.
- Oversee the preparation of the annual budget and other necessary financial documents.
- Provide information and justifications for the Board of Directors in its budgetary review and approval process.

2. Operational Planning & Management

- Develop IRLI's annual workplan and budget
- Review and submit annual reports to the Board of Directors
- Oversee the efficient and effective day-to-day operations of IRLI including payroll; financial accounting and payments; data management and social media interface.
- Draft new governance policies, and review existing policies, for the approval of the Board
- Establish procedures to implement all organisational policies
- Ensure that IRLI's organisational risk register is regularly monitored and updated in order to identify and evaluate risks to the organisation's people (stakeholders, staff, management, volunteers), property, finances, goodwill, image and implement measures to control risks.

3. Board and funding Institutions liaison

- Keep all Board Directors informed of the administration of IRLI
- Convene bi-monthly Board meetings

- Ensure regular contact with all Board Directors individually as well as via Sub-Committee meetings
- In advance of the bi-monthly Board meetings, prepare and circulate all relevant documentation for approval and for reporting.
- Ensure a positive and collaborative relationship with all four funding institutions via regular communication and liaison with relevant departments with each institution. In particular take advantage of social media and news channels of the funding Institutions to disseminate updates, news and information about planned events IRLI.
- From time to time, visit and discuss future plans for collaboration with the Bar of Northern Ireland and the Law Society of Northern Ireland.

4. Fundraising

- Lead the development of strategic or high value funding proposals and budgets as agreed with the Board. This will involve leading or supporting the Programme Coordinator in proposal development.
- Manage all organisational fundraising activities including grant writing and targeted campaigns.
- Actively seek and maintain a diverse donor base of individual, corporate, foundation and institutional donors.

5. Financial Management & Planning

- Lead the preparation of a comprehensive annual budget, with the support of IRLI's Programme Coordinator and the Board.
- Approve and monitor expenditures within the authority delegated by the Board.
- 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.

6. Public & Stakeholder/Donor Relations

- Act as the spokesperson for the organisation, representing IRLI at events to enhance the organisation's profile amongst the Irish legal profession and wider public.
- Develop a strategic communications plan that provides a clear and concise message telling IRLI's story.
- Oversee the execution of public and media relations.
- Establish good working relationships and collaborative arrangements to help advance and achieve IRLI's goals.
- Ensure the development of IRLI's quarterly newsletter as well as content for social media platforms (twitter, facebook, website, Law Society Gazette, Bar Review, newspapers etc.).
- Nurture the relationship with IRLI's established professional network and make every effort to ensure its growth.

7. Human Resources Planning

- Determine and respond to organisational staffing needs.
- Oversee the implementation of human resources policies, procedures and practices including the development of job descriptions for all staff/volunteers as well as performance appraisals.
- Establish a positive, healthy and safe working environment in accordance with all appropriate legislation and regulations.
- Recruit, interview and select staff/volunteers that have the appropriate technical and personal skills, knowledge and experience to help further the organisation's mission and strategy.

- Ensure all staff/volunteers receive an orientation to IRLI, and appropriate training is provided.

Requirements

- Third level qualification in a human rights, development, law, civil liberties or equality related discipline.
- At least 5 years' experience of progressively more senior management experience, including management of significant budgets, preferably within a human rights and equality based organisation.
- Successful track record of securing high-value grants from donors, trusts or foundations.
- Demonstrated ability to ensure punctual financial management. Familiarity with Charity SORP an advantage.
- Familiarity with corporate governance pertaining to civil society in Ireland.
- A track record of successfully implementing fundraising initiatives.
- Familiarity with the legal profession in Ireland and Northern Ireland a strong advantage.
- Strong communication and interpersonal skills. Ability to make and maintain high-level contacts on behalf of IRLI.
- Overseas work, development experience and/or knowledge a distinct advantage.
- Appreciation of the aims and objectives of IRLI.
- 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.
- Adept in use of Word, Excel, PowerPoint.
- Fluent in spoken and written English with strong analytical skills.
- Experience designing and coordinating communication strategies desirable.

Applications

To apply, please send a full CV and cover letter highlighting your interest in working with IRLI and summarising your relevant experience and suitability for the post, with specific reference to the 7 key areas of responsibility, to Vanina Trojan at vtrojan@irishruleoflaw.ie.

The deadline for submission of applications is **Friday 12th July 2019**.

Interviews will be held during the week commencing **Monday 22nd of July 2019**.

Any queries should be directed to Vanina Trojan at vtrojan@irishruleoflaw.ie.