



Job Description IRLI Acting Director of Programmes

Position: Acting Director of Programmes
Location: Dublin (subject to government advice on COVID-19)
Hours of work: Full time
Reports to: IRLI Executive Director

Irish Rule of Law International (IRLI) is a charity initiated by The Law Society of Ireland, The Bar of Ireland, the Law Society of Northern Ireland, and the Bar of Northern Ireland. It is 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 and Tanzania, 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 and Northern Irish legal professions is key to the life of the organisation.

Position Summary:

Established in 2007 and incorporated in 2009, IRLI has progressively grown through the years expanding on both its working networks and programme portfolio, which focuses on various legal issues ranging from access to justice to institutional capacity building and legal education. 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 Acting Director of Programmes will also have responsibilities on fundraising, communication, and public engagement.

The Acting Director of Programmes 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 Acting Director of Programmes will provide on-going support to IRLI legal volunteers, employees and *pro-bono* lawyers and will support the Executive Director in the continuous expansion of IRLI professional network. The Acting Director of Programmes 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. She/he will also oversee 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 Acting Director of Programmes will work full time and will be based in IRLI's office in Dublin, with occasional travel to programme field locations. She/he will report to and work directly under the supervision of IRLI Executive Director. She/he will engage with IRLI Board of Directors when necessary.

Main Responsibilities:

Programme Support

- Maintain a high level of knowledge and stay abreast of 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 programmes 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 frameworks ensuring accuracy, completeness, and timeliness.
- Support the 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, logistical, and technical needs.
- Develop and pilot innovative ways to show case IRLI programme work.
- Monitor donor websites and calls for proposals and report on new opportunities to the Executive Director.
- Attend board meetings of the IRLI board.

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 and employee recruitment needs.
- Participate in the recruitment of programme volunteers and employees.
- Provide technical, administrative, and logistical support to both Irish-based and field-based employees and volunteers for the duration of their engagement with IRLI.
- Debrief recently returned volunteers and employees and maintain a track record of volunteer and employee's experiences, including on main achievements, challenges and lessons learned.
- Track volunteers' and employees' stories through IRLI media outlets.
- Make recommendations for training and development needs identified in support of country programme employees and volunteers.

Media and Communication

- Support the development of the communication function of IRLI, 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 IRLI website and IRLI pages on Facebook, Instagram, LinkedIn, and Twitter.
- Develop and maintain relationships with journalists and media outlets.

Fundraising

- Develop strategies and ideas to expand the 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 as well as the Individual Support 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 volunteer's database.

Person Specification:

Essential Requirements:

- A Bachelors' degree and/or a master's level degree in Law, Development, International Politics, Human Rights, or related fields.
- A minimum of 2 years professional experience in international development or rule of law matters.
- 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 and PowerPoint.
- Fluent in spoken and written English with strong analytical skills.
- Ability to work in Ireland.

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.

Salary:

The salary range is €36,000-€39,000, commensurate with experience.

Recruitment and Applications

The deadline for submission of applications is **Thursday the 4th September 2020** at 12 noon Irish time.

Please send:

1. A curriculum vitae of no more than 3 pages.
2. A cover letter of no more than 2 pages describing why you are interested in the position and summarising your relevant experience and suitability for the post.

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

Any queries should be directed to IRLI's Executive Director Aonghus Kelly at akelly@irishruleoflaw.ie.