



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 membership support.

About the 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.

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

The closing date for applications is 12pm (noon) on Tuesday 2 August 2022.

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 three-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:	Circa €35,000 subject to experience with a 5% pension employer 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 in conjunction with the Senior Policy and Research Officer to ensure enquiries are tracked and responded to;
- Ensuring excellent administration and record keeping;
- Providing general administrative support in the office, including:
 - maintaining the shared office calendar;
 - managing post, mail-outs;
 - tracking invoices and responding to documentary requests, as required;
 - ensuring all donations and grants are properly acknowledged in a timely fashion;
 - supporting funder reporting requirements through the maintenance of a funder reporting diary and assisting in the collation of financial information;
 - maintaining office inventory and supplies;
 - providing logistical support for meetings;
 - general scanning, photocopying and filing as required.
- Maintaining up-to-date and accurate key contact and mailing lists, including the details of all members and donors;
- Managing IT needs of office, including acting as liaison with external IT support;
- Managing CRM needs of office, including acting as liaison with external 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 CRO, CRA and other regulatory or legislative responsibilities, arrange signing of necessary documents with Board members as required;
- Support the organisation to comply fully with 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 ED in preparation of Board reports and papers; circulation of agenda, minutes and papers; preparing annual schedule of Board meetings; and supporting Board sub-committees as necessary.

EVENTS

Assistance with coordination of events, including:

- Production of event draft invitation list and sending out event notifications and reminders;
- Booking venues, organising catering and acting as venue liaison;
- Management of event attendee lists, including inputting new contacts into the CRM and updating their contact permissions, as appropriate;
- Organising flights, accommodation and relevant logistics for guests and speakers;
- Managing post-event mailouts of reports, including legal deposit mailing and prison libraries.

MEMBERSHIP

- Management of the IPRT membership database;
- Proactive management of membership renewals;
- Ensuring timely response to membership sign-ups and renewals;
- Support effective communication with members and donors;
- Work with the Communications Officer to implement strategies to target new members;
- Networking and building strong relationships with members as required.

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;
- Confidence with IT and the basic office software packages (Word, Excel, PowerPoint etc.) with particular emphasis on MS Excel;
- Knowledge and familiarity with the Governance Code and governance requirements for charities;
- Excellent written and verbal communication skills;
- Excellent organisational skills;
- High level of attention to detail;
- Ability to work on own initiative 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;
- Knowledge of managing a membership database for an organisation, and CRM systems;
- 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 and a team approach;
- 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 Tuesday 2 August 2022. 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.