



## **Project Coordinator: Children and Families Initiative**

Applications are invited for the role of Project Coordinator of the Irish Penal Reform Trust's (IPRT) Children and Families Initiative. The successful candidate will be responsible for leading, coordinating and implementing IPRT's Children and Families Initiative over a three-year period.

### **About 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 the progressive reform of the penal system based on evidence-led policies. Our work is underscored by our commitment to combating social injustice and our model of change is to effect policy reforms and initiatives at the highest level to have the greatest impact for the largest number of people. Over many years our small team have punched well above our weight, delivering positive change and policy solutions.

### **About the Role**

IPRT has secured dedicated funding for a new Project Coordinator to coordinate and implement this Initiative focusing on children and families impacted by parental or familial imprisonment. The Project Coordinator will be responsible for driving an exciting three-year programme of reform for people in prison and their children and families, building on the work already achieved by IPRT's Children and Families Initiative (established in 2020).

The overarching goal of the project will be to tackle intergenerational cycles of disadvantage and imprisonment through supporting family relationships and return from prison to the community. This will be done through design and delivery of a detailed programme of strategic actions, focused on bringing about and embedding long-term change. More specifically, the Project Coordinator will be responsible for progressing the work of the existing [Action for Children and Families of Prisoners Network](#) and advocating for implementation of recommendations in IPRT's [Piecing It Together: Supporting Children and Families with a Family Member in Prison in Ireland \(2021\)](#) report.

## Terms of Employment

Hours of employment:	Full time (35 hours per week, exclusive of breaks) for a three-year fixed-term contract. The successful candidate will undergo a six-month probationary period.
Annual leave entitlement:	25 days per annum
Salary:	€42,000 to €45,000 subject to experience with a 5% pension employer contribution following a successful probationary period
Post holder responsible to:	Legal and Public Affairs Manager (Deputy Director)
Location:	The usual place of work will be the IPRT Office in Dublin 7, with occasional travel, as appropriate to the role. IPRT is currently introducing and trialling a hybrid working policy so there will be an option to work from home for part of the working week.

*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 Project Coordinator will include:

- Developing and implementing a project plan for the Children and Families Initiative, with clear timelines, targets and milestones;
- Mapping and implementing a comprehensive stakeholder engagement strategy (for both national and international stakeholders);
- Establishing effective and positive relationships with key stakeholders;
- Developing methods to ensure that the voices of experience are integrated in policy formation and advocacy;
- Conducting research relevant to the project as needed, and proactively monitoring and analysing relevant developments / trends in Irish and international law and policy;
- Coordinating external commissioned research relevant to the project;
- Preparing high-quality briefings, policy papers and submissions on matters relevant to the project, as required;
- Delivering impactful oral presentations as required;
- Proactively identifying and engaging with relevant human rights monitoring mechanisms (including children's rights) as an international lever for reforms in Ireland;
- Coordinating the Action for Children & Families of Prisoners Network, mobilising support and expanding the Network's role in devising policy solutions and advocating for reform;
- Disseminating the evidence of programmes and approaches that support effective family reintegration and rehabilitation;
- Monitoring and reporting on the project grant;
- Responding to queries from family members affected by imprisonment in a timely manner and recording, maintaining and reviewing an anonymised queries' database;
- Contributing to strategic planning, work planning, budgetary and evaluation activities;
- Support internal and external communications about the initiative, including supporting the provision of information for the project website [www.actionforfamilies.ie](http://www.actionforfamilies.ie);
- Supporting the Executive Director and Legal and Public Affairs Manager in the design and delivery of relevant advocacy, public affairs and information activities.

## Person Specification

### Essential

- A relevant third level qualification, preferably in the area of social science, social policy, criminology, human rights or law;
- Experience in programme planning and delivery and at least two years' demonstrable experience in a project coordination role or similar;
- Knowledge of human rights frameworks, including children's rights, and Irish penal / social policy;
- Demonstrable understanding of relevant policy-making processes and a proven ability to engage a policy audience;
- Ability to manage multiple projects and deadlines simultaneously;
- Strong inter-personal skills and an ability to establish strong working relationships with a range of stakeholders;
- Strong commitment to human rights, equality and social justice.

### Desirable skills and experience

- Experience of working on own initiative as well as within a team structure;
- Experience in making oral submissions and presentations;
- Experience with grant applications and reporting to funders;
- Experience of co-ordinating external researchers and managing volunteers and/or junior researchers.

### Attitude

- A team player ready to work collaboratively with colleagues;
- Respect for the values and mission of IPRT;
- Flexibility and adaptability in response to strategic opportunities;
- Commitment to ongoing professional development;
- Commitment to, and understanding of, a working environment that promotes equal opportunities and has regard for the health and safety of others.

### Application Process

Applications will be shortlisted by the interview panel only if fully completed, and must contain:

- A curriculum vitae;
- A supporting statement of no more than 2 pages demonstrating experience of the essential criteria detailed in the job description and as outlined above;
- One writing sample (of no more than 1,500 words); and
- Contact details of two referees (referees will not be contacted without the applicant's consent).

**Applications and queries should be submitted to [director@iprt.ie](mailto:director@iprt.ie). Please write 'PROJECT COORDINATOR: CHILDREN AND FAMILIES INITIATIVE' in subject line of email.**

**Extended closing date for all applications is 12 noon Monday 12 September 2022.**

**Interviews will take place as soon as possible thereafter.**