



## Charity Management with Human Resources Expertise

### **The Organisation**

The Irish Penal Reform Trust (IPRT) is a company limited by guarantee not having share capital and is also a registered independent charity. Our CHY number is 11091. Our Registered Charity Number is 20029562. We were founded in 1994 by a group of citizens concerned about the abuses of human rights in Irish prisons. IPRT is governed by a voluntary Board of Directors, made up of a minimum of six members with expertise in a range of areas relevant to penal reform. The Board focuses on the broader strategic goals of the organisation, above the day-to-day work of the office. Six members of the Board are elected at the organisation's AGM and further members may be co-opted by the Board. IPRT is committed to ensuring that the Board is representative of Irish society, is gender balanced and is an expert Board that includes the necessary knowledge and skills to successfully lead the organisation.

The Board is particularly interested in individuals with recent and relevant experience and knowledge in Human Resources for this particular vacancy.

For more information on IPRT, see <https://www.iprt.ie/>

### **General Responsibilities will include the following:**

- Overseeing the implementation of the strategic plan and developing IPRT's strategic direction
- Organisational policy formation and implementation as required
- Providing expertise and guidance to the Executive Director and Board
- Fulfilling the requirements of company law and upholding principles of good governance
- Attending Board meetings and Sub-Committee meetings including the Finance, Audit, Human Resources and Risk Committee

### **Charity Management Responsibilities will include the following:**

- Leading the review of IPRT policies and procedures to ensure that they are up-to-date and in line with best practice
- Providing charity management advice to the Executive Director and Board
- Membership of relevant Sub-Committee and involvement in reporting to the Board
- Other duties and projects that may arise

### **Essential Skills/Qualities required for this role:**

- A deep appreciation for the Not-For-Profit sector
- An understanding of and commitment to IPRT's mission and values
- CIPD Accreditation or other relevant qualification preferred
- Thorough understanding of Irish employment law and policy
- Experience working with employee relations and policymaking at HR Senior Business Partner/Director level
- Ability to analyse and advise on the impact to IPRT of changes in employment law, market trends etc

### **s.55 Charities Act 2009**

We actively encourage people with relevant competences who may also have criminal convictions / experience of imprisonment to apply for board membership of IPRT. Due to s.55 of the Charities Act 2009, election in this case would necessarily be provisional until the candidate applies for and obtains a High Court Order to waive the relevant section. We have successfully done this before for IPRT Board members.

### **Equal Opportunities Policy**

IPRT recognises that in our society certain individuals and groups of people are discriminated against, both directly and indirectly. They are denied equality of opportunity on the grounds of age, sex, sexual orientation, marital status, caring responsibilities, mental or physical health/disability, race, colour, nationality, ethnic/national origin (including membership of the travelling community), political or religious beliefs, economic status, criminal record, trade union activity, or a combination of any of these. IPRT strives to eliminate all such forms of discrimination and to create an atmosphere in which equal opportunities are promoted as a means of developing the full potential of everyone who is involved with the Organisation. IPRT does this by fulfilling its legal obligations and by taking positive action which goes beyond the requirements of the law, avoiding stereotyping and tokenism.

### **What IPRT can offer you**

The chance to be part of the leadership team of IPRT and to influence policy development in the area of IPRT's charity management. IPRT offers a comprehensive induction process and relevant Board and Governance training as required.

### **HOW TO APPLY**

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](mailto:director@iprt.ie).

Please write HR BOARD MEMBER in subject line of the email. Shortlisted applicants will be contacted to arrange a date for interview. The vacancy will remain open on a rolling basis until it is filled.