



## **Legal, Policy and Public Affairs Manager**

Applications are now invited for a Legal, Policy and Public Affairs Manager with the Irish Penal Reform Trust (IPRT). This position involves covering a senior role within the IPRT team, with responsibility for overseeing and implementing our legal, policy and public affairs programme of work to ensure lasting penal policy reform is embedded in law and practice. It is an opportunity to work in a small impactful organisation, driven by a shared passion for social justice, equality and human rights.

### **About IPRT**

The Irish Penal Reform Trust (IPRT) is Ireland's leading non-governmental organisation campaigning for human rights and best practice in the penal system, and for progressive penal policy in which prison is a sanction of last resort. We have a track record of achieving big impact for a small organisation. We do this through a combination of research, advocacy, engagement, public affairs, events and working in alliance with others.

Our work is evidence-based, informed by 30 years of experience, extensive research and proactive engagement with people affected by the penal system. Our aim is to shift the focus of our penal system away from its current emphasis on punishment towards approaches based on prevention, diversion, rehabilitation, and the integration of criminal justice policy with wider social policy. A more effective and humane penal system, which combats social injustice and has safer communities at its heart, also benefits communities and wider society through its emphasis on crime prevention, rehabilitation, and a reduction in reoffending.

Our model of change is that effecting reforms at the highest level will have the greatest impact for the largest number of people. To this end, we focus our efforts on generating evidence-informed policy research and recommendations, underpinned by human rights, while also working constructively with decision-makers to deliver effective penal policy in Ireland.

### **About the Role**

In 2020, IPRT established a Legal and Public Affairs Programme with clear deliverable outputs and objectives. The Legal, Policy and Public Affairs Manager will be responsible for continuing the delivery of the programme, to help bring about lasting reforms embedded in law and policy. The successful applicant will support the Executive Director with senior management tasks. Our Legal, Policy and Public Affairs Programme goals are to inform and influence legislation, policy and public debate to break cycles of disadvantage and imprisonment.

The programme has three primary areas of work:

- i) Influencing law and informing debate through published research on sentencing, deterrence, diversion and non-custodial alternatives;
- ii) Direct engagement with criminal justice and social policy leaders and legislators;
- iii) Engaging with our legal system to facilitate innovative and more effective

approaches. The Legal Policy and Public Affairs Manager also contributes to and oversees the development or promotion of IPRT's key policy positions including through domestic legislative, parliamentary and consultation processes.

These activities require a consistent ability to respond to opportunities at short notice and a current knowledge of the legal, political and penal policy context and the work of the organisation.

The post offers an excellent opportunity for a candidate interested in gaining experience at a more senior level and contributing to the strategic direction of a high profile, dynamic and effective non-governmental organisation. It will be of particular interest to those interested in developing leadership skills through carrying out management and oversight functions.

IPRT is an equal opportunities employer, and we welcome applications from people with criminal records. We don't ask for about convictions during the recruitment process.

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.

**The closing date for applications is 5pm on Monday 6 January 2025.  
Shortlisted applicants will be invited to interview in early to mid-January.  
Any queries about the role should be directed to [director@iprt.ie](mailto:director@iprt.ie)**

## **TERMS OF EMPLOYMENT**

Hours of employment:	35 hours per week, exclusive of breaks. Requirement to work flexibly within the role, and occasionally attend evening events as appropriate to the role. IPRT's time off in lieu policy applies.
Probation period:	6 months.
Salary:	Region of €50,000 - €60,000 per annum, commensurate with skills and experience.
Annual leave entitlement:	25 days per annum.
Pension contribution:	Five per cent match-funded employer contribution after successful completion of probation period.
Place of work:	The usual place of work is the IPRT Office in Dublin 7, but IPRT operates a flexible hybrid working model. Currently, this requires a person to work from the office two days a week during the probationary period. Following a successful probation period, it is expected that the role-holder will work at least one day a week from the office or more as required for in-person meetings or events. There may be occasional travel, as appropriate to the role.
Post holder responsible to:	Executive Director.

## **JOB DESCRIPTION**

Key responsibilities of the position will include:

- Develop research and submissions on sentencing, deterrence and non-custodial alternatives to prison, building on existing IPRT work;
- Review and ensure the legal accuracy of IPRT's legal, policy and public affairs outputs prior to publication;
- Develop, advise and agree on any new policy positions in consultation with the Executive Director based on human rights standards and the latest evidence-informed research available;
- In conjunction with the Communications Coordinator, support the Executive Director to develop media messaging and positions and act as secondary spokesperson for the organisation as required;
- Identify and respond to public affairs engagement opportunities, focusing on discrete areas where IPRT has identified a key opportunity to effect change and key areas of work set out in IPRT's *Strategic Plan 2022 – 2026*;
- Provide strong, proactive and responsive engagement with legislative and policy developments, including detailed analysis and development of submissions, briefings, legislative amendments and presentations to Oireachtas committees;
- Support Executive Director in providing secretariat support to the All-Party Oireachtas Group on Penal Reform, including through regular contact with co-chairs of the Group and the organisation of Group meetings;
- Proactively engage with the legal community including the judiciary, practitioners and academics primarily through bi-annual Prison Law Seminars on thematic issues of concern;
- Provide the Executive Director with management support and line manage members of the policy team;
- Represent the organisation at the request of the Executive Director, including at international and national meetings and events.

### **OTHER**

- Build strong working relationships with colleagues in the organisation;
- Develop networks within the broader civil society environment;
- Work in accordance with charity governance, ethics and standards;
- Support the Executive Director in the implementation of IPRT's sustainability strategy;
- Undertake other duties commensurate with the role, in pursuit of the Strategic Plan, as agreed with the Executive Director.

## **PERSON SPECIFICATION**

### **Essential:**

- A postgraduate qualification in law, human rights, criminology or other relevant discipline;
- Minimum of 5 years' relevant experience in an NGO or other sector, including in a senior role;
- Demonstrable understanding of relevant courts, legislative and policy processes;
- Knowledge and understanding of Ireland's political and public affairs environment;

- Experience in advocacy and public affairs;
- Demonstrated experience in the production of high-quality research, submissions and papers;
- Excellent written and oral presentation skills, with experience in making effective oral submissions and presentations;
- Proven capacity to produce high-quality research or policy material to tight and sometimes competing deadlines.
- Leadership ability as demonstrated through a track record of successfully managing the performance and morale of other professionals, particularly in a team context;
- Experience of building strong relationships with political stakeholders, policy-makers and influencers;
- Experience in programme planning and delivery;
- Excellent prioritisation, organisational and time-management skills;
- Passion and commitment to social justice in Ireland.

#### **Desirable Skills and Experience**

- Experience with media engagement including print and broadcast media;
- Experience with donor engagement, grant applications and reporting to funders;
- Capacity to deliver key objectives, sometimes under tight deadlines and ability to deal with varied and changing demands on their time while remaining calm under pressure;
- Experience in financial management and reporting on budgets;
- Knowledge of ethics and standards for a charity;
- Demonstrable interest in penal policy in Ireland.

#### **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.

**Please send your curriculum vitae and a statement as to how you meet the Person Specification as set out above to [director@iprt.ie](mailto:director@iprt.ie) by 5pm on Monday 6 January 2025.**

**Please write LEGAL POLICY AND PUBLIC AFFAIRS ROLE in the subject line of the email.**

**The Person Specification should cover each of the bullet points above and should be approximately 2 typed A4 pages in length.**

**Shortlisted applicants will be contacted for interview shortly after the closing date.**