

The Irish Catholic Bishops’ Conference wishes to appoint a Coordinator for the Irish Council for Prisoners Overseas (ICPO) and Emigrant Officer to the Irish Episcopal Council for Emigrants (IECE).

**JOB DESCRIPTION**

**Post:** Coordinator for the Irish Council for Prisoners Overseas (ICPO) and

Emigrant Officer to the Irish Episcopal Council for Emigrants (IECE)

**Job Type:**  Full-time

**Contract Duration:** Three-year fixed term to cover Career Break

**Location:** Columba Centre, St Patrick’s College, Maynooth, Co Kildare

**Reporting to:** Executive Administrator of the Commissions and Agencies of the Irish Episcopal Conference

**Coordinator for the Irish Council for Prisoners Overseas – Key Activities/Responsibilities**

*Leadership*

* Act as an advisor to the Council regarding external and internal issues that affect the organisation
* In addition to the Chair of the Council, act as a spokesperson for the organisation
* Develop and oversee short and long term strategic plans in conjunction with the IECE and the Charitable Trust of the Irish Catholic Bishops’ Conference;
* Provide leadership to the organisation through effective objective setting, delegation and communication
* Manage, direct and support a team of highly qualified and competent staff and volunteers

*Planning and Management*

* Ensure the operation of the organisation meets the expectations of its clients, Council and funders
* Oversee the effective day-to-day operation of the organisation
* Ensure a robust data protection and client confidentiality culture within the organisation
* Oversee the planning, implementation and evaluation of the organisation’s services and programmes
* Ensure that the programmes and services offered by the organisation contribute to the organisation’s mission, vision and values
* Monitor the day-to-day delivery of programmes and services to maintain or improve quality

*Human Resources Management*

* Agree staffing requirements with the Executive Administrator to support organisational management and programme delivery
* Oversee the implementation of the human resource policies and procedures
* Support a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
* Recruit, interview and select staff that have suitable professional and personal attributes and skills to help further the organisation’s mission;
* Ensure all staff and volunteers receive on-going training and supervision, and provide staff, team and casework meetings on a regular basis
* Coach and mentor staff as appropriate to improve performance

*Finance and Fundraising*

* Liaise with the Finance Manager of the Irish Catholic Bishops’ Conference in the preparation of annual budgets and financial reports to funders
* Submit funding applications and ensure ongoing compliance with the terms of grants awarded
* Administer the funds of the organisation according to the agreed budget and monitor spending throughout the year
* Forecasting future organisational priorities and obtaining project-specific or ongoing funding necessary for the achievement of same
* Ensure good working relationships and collaborative arrangements with funders and other key stakeholders.

*Advocacy*

* Engage in advocacy on behalf of individual clients, or as a collective, with statutory and voluntary agencies
* Engage in policy work at a local, national and international level
* Attend and present at conferences
* Oversee information and awareness campaigns
* Commission and oversee research in key areas affecting client group.

*Ancillary Responsibilities*

* Oversee an international network of prison visiting volunteers
* Prepare reports for the IECE, the Department of Pastoral Care and the Irish Episcopal Conference; including annual reports
* Carry out casework for the most challenging or difficult ICPO clients
* Respond to client queries or complaints
* Liaise closely with the Manager of the ICPO London office regarding staff management and issues affecting clients
* Coordinate the organisation’s participation in the CEP (European Probation Organisation) special interest group on foreign national prisoners
* Organise events including the Family Information Days
* General office management duties
* Editor of the ICPO newsletter

**Emigrant Officer to the Irish Episcopal Council for Emigrants – Key Activities/Responsibilities**

* Participate with the members of the IECE in developing a vision and strategic plan to guide the organisation
* Advise the Council regarding external and internal issues that affect the IECE
* In addition to the Chair of the Council, act as a spokesperson for the organisation
* *Ex-officio* Board Member of the Irish Apostolate USA (IAUSA). Partake in regular conference calls, Board meetings, AGM etc
* Liaise with the IAUSA Coordinator regarding various projects relating to the Apostolate and its work in the United States
* Report to the members of the IECE, the Department of Pastoral Care and the Irish Episcopal Conference on issues affecting Irish emigrants
* Prepare and submit the IECE budget
* Oversee organisation of the annual Emigrant Collection fundraising campaign
* Liaise with external organisations seeking grant funding from the Emigrant Collection and review grant submissions before submitting to the IECE for consideration
* Build and maintain relationships with relevant statutory and voluntary bodies
* Line manager to the IECE Administrator
* Any other projects as may be identified by the IECE to further its mission in supporting Irish emigrants overseas, particularly the most vulnerable.

**In order to be considered for this position, candidates must:**

* Have a formal qualification in a relevant discipline, preferably law or social work;
* Have strong interpersonal and leadership skills;
* Be an energetic self-starter, with excellent interpersonal, oral and written communication and IT skills;
* Be familiar with strategic planning and development, with demonstrable organisational, administrative, time management and project management skills;
* Have experience in managing staff.

**In addition, it is desirable that candidates:**

* Have knowledge of migration matters;
* Have a knowledge of the mission and ministry of the Catholic Church;
* Have knowledge and experience of working within the voluntary sector, including the submission of grant applications;
* Have a commitment to social justice and equality;
* Have knowledge and experience working with marginalised groups;
* Have media, public relations and social media experience.

**Special requirements for the position:**

* Flexibility and a willingness to travel overseas (including to prisons)

**Terms of Employment**

* This is a full-time position (35 hours per week).
* The successful candidate will be employed on a three-year fixed-term contract, which will include a 6-month probationary period.
* Salary will be commensurate with experience.
* The employer provides a hybrid working policy that allows for three days based in the office in Maynooth and two days working remotely per week.
* The post holder will report directly to the Executive Administrator of the Irish Episcopal Conference on all matters relating to his or her work.