

The Irish Catholic Bishops' Conference wishes to appoint a Coordinator for the Irish Council for Prisoners Overseas (ICPO).

JOB DESCRIPTION

Post:	Coordinator for the Irish Council for Prisoners Overseas (ICPO)
Job Type:	Full-time
Contract Duration:	Permanent contract (subject to six months' probationary period)
Location:	Columba Centre, St Patrick's College, Maynooth, Co Kildare
Reporting to:	Chief Operating Officer

Key Activities/Responsibilities

Leadership

- ❖ Act as an advisor to the Board regarding external and internal issues that affect the organisation
- ❖ In addition to the Chair of the Board, act as a spokesperson for the organisation
- ❖ Oversee and implement short and long term strategic plans in conjunction with the Board
- ❖ 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, Board 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 Chief Operating Officer 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 ongoing 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 Board; including annual reports
- ❖ Carry out casework for the most challenging or difficult ICPO clients
- ❖ Respond to client queries or complaints
- ❖ Liaise closely with 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 ICPO Family Information Days
- ❖ General office management duties
- ❖ Editor of the ICPO newsletter