



Ballymun Community Law Centre: Manager

Ballymun Community Law Centre was established in 2002 to tackle unmet legal need in Ballymun. The Law Centre provides legal advice, representation, legal education and alternative dispute resolution services to the community. We aim to empower individuals to achieve equality and realise their human rights through increased access to the law.

Our legal focus is on areas of unmet legal need in Ballymun. For example, we provide legal advice services in the areas of housing, employment, social welfare, and equality related issues. Our alternative dispute resolution services include: conflict coaching, family and community mediation and we also provide a comprehensive peer mediation programme in local schools. Our education programme delivers courses in areas such as Family Law, Child Law and Social Welfare Law as well as providing talks on topical legal issues.

The Board of Ballymun Community Law Centre are seeking to recruit a part-time Manager. Applicants should have experience of management in a small NGO or equivalent and a commitment to human rights. The Manager will build on work undertaken by the Law Centre to date and lead a small team. Key elements of the role will be to communicate the work of the Law Centre to all stakeholders and strengthen the funding base to ensure that the Law Centre can continue to address the unmet legal needs of the Ballymun community.

The Manager will report to the Board of Directors of the Law Centre.

Duties:

- Develop and implement, in conjunction with the board of directors and staff, strategic and annual work plans.
- Manage and coordinate board meetings and prepare and submit relevant reports to the board of directors; including - service reports and financial reports detailing income/expenditure.
- Manage and co-ordinate day to day operations of the Law Centre; including - HR, payroll, communications, facilities and IT functions.
- Maintain day-to-day financial control of the Law Centre within budget heads agreed by the Board and ensure that appropriate financial regulations and controls are maintained.
- Maintain appropriate communications with funders and provide reports as necessary, ensuring compliance with contracts and service level agreements.
- Identify new opportunities for funding and development of the service and submit bids and applications accordingly.
- Compile and submit relevant reports/returns to the Charities Regulatory Authority, the Companies Registration Office and the Standards in Public Office Commission (Lobbying).
- Continue work the Charities Regulator Governance Code.
- Liaise with relevant stakeholders on a regular basis.
- Carry out such other functions as may be decided upon from time to time in accordance with the needs of the organisation.

Qualifications and experience required

- A relevant degree;
- Experience in the not for profit sector;
- Experience of managing a small organisation;
- Experience of writing and editing publications e.g. annual report.

Person specification

Essential requirements

- An appropriate third level qualification (to at least Level 8) in a relevant discipline;
- Experience of working within the not for profit/Community/Voluntary sector;
- Prior experience in the management of a small organisation and in delivering on organisational vision and strategy;
- Experience of and track record in fundraising;
- A demonstrable interest in or commitment to human rights and social justice issues and/or advocacy in these areas;
- Excellent communication and interpersonal skills and the ability to command the confidence of funders, donors and other stakeholders;
- Proven ability to plan and prioritise work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances.

Desirable requirements

- Significant experience in financial and budgetary management;
- Experience in the area of human rights law;
- Experience of handling a variety of legal and policy matters;
- Excellent leadership, communications and interpersonal skills;
- Demonstrable commitment to human rights and social justice issues.

Terms and conditions

This is a part time position (21 hours per week) and is offered on a fixed term contract for 2 years; a probationary period of 6 months applies. Salary negotiable.

To apply for this position please apply in confidence to: the Chairperson, Ballymun Community Law Centre, Unit 1a Shangan Neighbourhood Road, Shangan Road, Ballymun, Dublin 9.

Applications should be submitted by email to: recruitment@bclc.ie. Applications should be in the form of a letter and Curriculum Vitae. Please include a contact email and telephone number and the contact details of two referees.

The deadline for receipt of applications is Friday the 30th July at 5pm. Interviews will take place remotely using the zoom platform the week beginning the 9th of August.

For more information, visit www.bclc.ie. Ballymun Community Law Centre is an equal opportunities employer.