

**Job Title:** Access to Justice Initiative Manager

**Job Purpose:** The Access to Justice Initiative Manager will lead and implement the Children's Rights Alliance's new Access to Justice Initiative by developing and implementing a legal and information strategy on children and young people's legal entitlements. The Access to Justice Initiative Manager will also ensure the delivery of services to meet the purposes of the Initiative.

**Information on Children and Young People's Legal Entitlements**

- Oversee, lead and develop the Children's Rights Alliance Know Your Rights Programme.
- Prepare and disseminate child-friendly justice information materials to key stakeholders including the Children's Rights Alliance's membership.

**Development of Outreach Legal Services**

- Procure the delivery of legal services for the purpose of the Initiative.

**Strategic Use of the Law**

- Develop and maintain links with legal practitioners, established law centres and the legal profession, in order to develop a system of mutual support and co-operation in the areas of information and advice provision, referral, test cases and training.
- Develop and manage the Alliance's policy on strategic use of the law to facilitate practitioners to use the law to improve children's and young people's lives.
- Monitor national, EU and international legal developments and legislative proposals on access to justice for children and young people.

**Documentation and Publicising Findings**

- Document issues arising from individual queries, cases and complaints to identify trends, patterns and problems facing children to inform advocacy, policy and the media.
- Work with the Communications and Development Team to promote awareness of the Know Your Rights Information Materials and legal advice clinics and services.
- Work with the Communications and Development Team to publicise the Project's findings to promote awareness of the service and to educate government, decision-makers, policy makers, the community and voluntary sector and the media on what key issues there are for children.
- Develop the Alliance's expertise in access to justice issues and prepare research/policy papers for advocacy and the strategic use of the law as required.

**External Representation**

- At the request of the Chief Executive, represent and promote Children's Rights Alliance positions at national and international fora with regard to access to justice activities.
- At the request of the Chief Executive, liaise with key decision makers, statutory bodies, voluntary bodies, international organisations, practitioners, academia, other NGOs and members.

**Organisational Development**

- Contribute to strategic planning, work planning, budgetary and evaluation activities.
- Assist the Chief Executive and other staff to prepare reports for the Children's Rights Alliance Board, funders, donors and evaluators.
- Participate in regular supervision meetings and actively participate in staff meetings.
- Manage project outputs in accordance with best practice management practice, within budget and in accordance with agreed timelines.

**Other**

- Act in accordance with the objectives and ethos of the Children's Rights Alliance.
- Undertake other duties as may be reasonably required from time-to-time.

**Skills/attributes:****Experience:**

- Legal experience in the area of child law, children's rights and/or human rights.
- Good experience of project management.
- Good analytical skills and drafting skills.
- Experience of overseeing, contracting services and implementing training programmes.
- Experience of working with organisations/groups with diverse and complex needs.

**Knowledge:**

- Educated to third level with a relevant undergraduate and/or postgraduate legally-based degree.
- A professional legal qualification (desirable).
- Excellent knowledge of children's rights issues in Ireland.
- Knowledge of information provision.
- Knowledge of relevant anti-discrimination law and diversity and equality practices.
- Demonstrated familiarity with the current debates on children's rights and/or access to justice issues.
- Knowledge of participation methodologies when working with children and young people (desirable).

**Skills and abilities:**

- Demonstrated ability to lead, think strategically and to identify opportunities for strategic use of the law.
- Excellent interpersonal skills.
- Ability to plan and prioritise own work and coordinate work with wider team.
- Ability to communicate clearly and convey complex information in a concise and accessible form for multiple audiences.
- Excellent drafting skills to inform information outputs, policy papers.
- Ability to publically represent the Children's Rights Alliance.
- A commitment to the values of the Children's Rights Alliance

**Location:** Offices of the Children's Rights Alliance, 7 Red Cow Lane, Dublin 7

**Terms:** This is a full time position with a salary range of €40,000-45,000 and a 10% contribution to pension after six months. This is a three-year temporary

contract position with a six month probationary period. Some travel will be necessary for this role.