

The Children's Rights Alliance unites over 150 members working together to make Ireland one of the best places in the world to be a child.

We change the lives of all children by making sure that their rights are respected and protected in our laws, policies and services. We identify problems for children. We develop solutions. We educate and provide information on children's rights. We unite our members and put pressure on Government to put children first.

Job Title: Legal, Policy and Services Director (Maternity Cover)

Job Purpose: Legal, Policy and Services Director provides leadership and direction to the Legal, Policy and Services Team and supports the Chief Executive in his or her work to implement the Children's Rights Alliance's Strategic Plan.

Key Responsibilities:

Management of the Legal, Policy and Services Team

- Provide leadership and direction for the Children's Rights Alliance's Legal, Policy and Services Programmes.
- Assist the Chief Executive in the recruitment and resourcing of Legal, Policy and Services Team – including developing job descriptions and terms of reference for staff, consultants and interns.
- Be responsible for the line-management, support, mentoring, development and appraisal of Legal, Policy and Services Team members.
- Ensure that Legal, Policy and Services Team outputs are of a high standard, delivered within budget and in accordance with agreed timelines.
- Ensure that members of the Legal, Policy and Services Team monitor the United Nations (UN), European Union (EU), Council of Europe (COE) together with domestic developments in children's rights.
- Take part in advocacy and public affairs activities to promote Alliance legal and policy positions aimed at implementing children's rights in Ireland.
- Oversee the development and implementation of an information provision programme to promote the awareness of children's rights and entitlements.
- Working with members of the Legal, Policy and Services Team, advise internally on the potential use of international, legal, administrative and other remedies aimed at implementing children's rights and advise on positions that the Children's Rights Alliance should take to promote/defend children's rights.
- Prepare and review research, legal, legislative, policy and consultation submissions/reports that analyse and highlight gaps in the protection of children's rights under international human rights law together with identifying recommendations/solutions to close those gaps.

- Ensure that our legal and policy outputs respond to the needs of the organisation's target audiences, in particular, members, international bodies, decision-makers, policymakers, political contacts and donors.

Organisational Development and Senior Management

- Assist the Chief Executive to develop and implement Strategic, Operational Plans and Budgets.
- Assist the Chief Executive and senior management to prepare reports for our Board, funders and donors.
- Assist the Chief Executive and senior management to raise funds.

Communications, Advocacy and Representation

- At the request of the Chief Executive, represent and promote Children's Rights Alliance positions at national and international fora.
- Provide support to the Communications Team and the Chief Executive on media responses and press releases.
- Speak to the media at the request of the Chief Executive on issues and positions falling within the organisation's mandate.
- Develop and maintain strategic relationships with key decision makers, civil servants, Government officials, international organisations, member organisations and other NGOs, key experts (academic and practitioner) and the media.

Other

- Commit to the Children's Rights Alliance mission and to work within the values, policies and procedures of the organisation and in the context of current legislation and regulations.
- Participate in regular supervision with your line manager.
- Actively participate in team and staff meetings and service reviews/ evaluations and to contribute to the development of policy and practice with your area of work and within Children's Rights Alliance as a whole.
- Report any area of concern to your line manager in a timely manner.
- Show reasonable flexibility in relation to hours of attendance to meet the needs of the work. Work during unsocial hours may be required.
- Adopt a flexible approach to the work in response to organisational change, development and review of best practice.
- Participate in and engage with a performance management programme.
- Identify training needs with your line manager and participate in training opportunities appropriate to the role.
- Be vigilant to any Health, Safety and Welfare risks in the workplace and bring any concerns to the attention of your line manager or local Health and Safety Officer.
- Be vigilant to any data protection risks, uphold organisational rules and bring any concerns to the attention of the Children's Rights Alliance in a timely manner.
- Be vigilant to any concerns regarding the protection and welfare of children and to bring them to the attention of the Children's Rights Alliance in a timely manner, in keeping with the Alliance's Child Protection policies.
- Participate in the efficient flow of information within the organisation by sharing and seeking information as appropriate.
- Undertake other duties as may be requested by the line manager from time to time.

- Undertake your work in a manner that is friendly, flexible and informal.

Skills/attributes:**Experience**

- Five years' management experience, inclusive of project coordination and people management.
- Experience in research, law reform and policy development, preferably on children's rights issues.
- Experience of overseeing and implementing information provision on legal rights and entitlements.
- A strong contact base with government, statutory, parliamentary and civil society.

Knowledge

- Educated to third level and educated to a Master's or professional postgraduate level. An undergraduate and/or postgraduate degree in law and/or human rights is necessary.
- In-depth knowledge of children's rights issues and of relevant domestic, EU and international law.
- Demonstrated familiarity with the current debates children's and youth issues in the political environment.
- Knowledge of how to provide legal information services to key groups.

Skills and abilities

- Demonstrated ability to think strategically and to identify opportunities.
- A commitment to ensuing quality assurance, control and improvement.
- Excellent interpersonal skills.
- Leadership skills and ability to motivate a dedicated team.
- Project management/coordination abilities.
- Ability to plan and prioritise own and the team's work.
- Ability and aptitude to respond to a changing external context.
- Ability to effectively allocate and use resources to deliver maximum impact.
- Ability to communicate clearly and transfer complex information in a concise and accessible form.
- Ability to draft, review and analyse policy papers, decision making documents, briefing notes and other papers as well as being able to analyse legislative proposals.
- Ability to represent the Children's Rights Alliance externally and to a range of stakeholders.

Location:

- Offices of the Children's Rights Alliance, 7 Red Cow Lane, Smithfield, Dublin 7 with some hybrid working.

Reporting to: Chief Executive

The terms, conditions, and benefits:

- This position is full-time based on 35 hours per week. However, the Alliance is open to candidates who wish to work 28 hours per week.
- The salary is commensurate with experience.
- The employers' pension payment is 5%.

- The position is for a one-year contract and is covering maternity leave.
- The contract is subject to a six-month probationary period which may be extended.
- The annual leave entitlement is 25 days in the calendar year.
- The office is closed for one day at Easter and four days at Christmas. Staff do not need to take annual leave days to cover closure days.
- Staff have access to an Employee Assistance Programme.
- The Alliance provides support with training and professional development.

For a complete job description and further details, please visit our website: www.childrensrights.ie or send queries to jobs@childrensrights.ie

A letter of application, along with a CV should be sent to Tanya Ward, Chief Executive, Children's Rights Alliance, 7 Red Cow Lane, Dublin 7 or to: jobs@childrensrights.ie You can also talk to Tanya confidentially on Mobile: 087 653 1069.

The deadline for receipt of applications is Wednesday 19 February 2025.