



Uniting Voices for Children

Job Description

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: Operations Director

Job Purpose: Support the operations of the Children's Rights Alliance including the effective running of the organisation and the management of its resources.

Main Duties:

Strategic, Business and Operational

- Liaise with the Chief Executive to make decisions for operational activities and set strategic goals.
- Support the Chief Executive and the team to implement the organisational vision, values and purpose.
- Support the Chief Executive and the team to implement the organisation's strategic plan including boundary, diagnostic and interactive control systems.
- Support the Chief Executive and Governance and Finance Director to set budgets, to ensure that costs remain under control and achieve value for money.
- Support the Chief Executive and Governance and Finance Director to ensure that the Alliance remains compliant with its legal and compliance obligations including on charity compliance, child protection, data protection, health and safety, employment and equality obligations.
- Develop, implement and review organisational policies and procedures.
- Manage relationships, agreements/contracts with external partners and vendors.
- Oversee the management and effective running of the building and office to benefit staff, the Board, the building co-owners and co-facilitators.
- Support the Finance Team when required.
- Support all functions of the business to work together.

Human Resources

- Lead the Alliance's HR, staff development and appraisal processes and manage day-to-day HR matters and wellbeing initiatives to ensure that the Alliance remains a happy work environment.
- Oversee recruitment and implement recruitment campaigns.

Grants Administration

- Work with the Chief Executive and Governance and Finance Director to ensure that all agreements and funding contracts are in place and implemented as per the Alliance's compliance and governance policies.
- Work with the Chief Executive and relevant Alliance team members to support donor reporting processes and improve efficiency and effectiveness.
- Communicate with Senior Management Team on the details and requirements of each grant requirement; changes to budgets; obligations regarding the project delivery and reporting; timelines and team capacity per each donor agreement for new and existing funding - to foresee any issues, gaps or impact on team capacity. Manage the development and implementation of high-quality report writing and due diligence processes.
- Work with the Chief Executive and Governance and Finance Director in relation to grant payments and fund drawdown, ensuring sufficient financial analysis to inform work planning and team capacity.

Other

- Act in accordance with the objectives and ethos of the Alliance.
- Participate in regular supervision with your line manager.
- Participate in team and staff meetings, service reviews/evaluations and contribute to the development of policy and practice within the organisation.
- 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. Working during unsociable hours may be required.
- 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 and safety risks, data protection and child protection risks in the workplace and bring any concerns to designated officers and/or your line-manager.
- Participate in the efficient flow of information within the organisation by sharing and seeking information as appropriate.
- Undertake other duties as may be reasonably required from time-to-time.

Person Specification

Education:

- Applicants must possess a third-level post graduate qualification (level 9) encompassing each of the following disciplines - business, management, finance and governance.

Experience:

- A minimum of three years' experience in an organisation at a senior level.
- Experience of managing people, services or programmes.
- The requisite knowledge and ability (including a high standard of suitability, and managerial ability) for the proper discharge of the duties of the office.
- Experience in financial management and excellent IT skills, proficient in Microsoft office systems.

- Experience in managing compliance with GDPR.
- Excellent planning, organisation and communication skills with ability to work flexibly with a range of colleagues and third parties.
- Experience of managing and working collaboratively with multiple internal and external stakeholders.
- Knowledge of the legislative and regulatory requirements in the charity sector.
- Significant experience of high-quality professional writing including the generation of documents such as letters, preparation of business cases, research and report writing, responses to information requests.
- Highly motivated, able to work on own initiative and as part of a team with excellent communication skills and the ability to collaborate with multidisciplinary partners.
- Ability and commitment to work independently and as part of a team with a commitment to work flexible hours when necessary.

Skills

- Capable of strategic, analytical and creative thinking and an ability to analyse information quickly and communicate in a concise and articulate manner.
- Excellent written and oral communication skills.
- Strong project management and organisation skills.
- A team player with good interpersonal skills and the ability to engage with a range of people.
- Delivery orientated and energetic and with a track record of delivery.
- Self-starter, with high productivity, and able to work under pressure when required.
- Ability to prepare and manage budgets and to interpret financial management information.

Location: The usual place of work will be the office based at 7 Red Cow Lane, Smithfield, Dublin 7 with some hybrid working.

Reporting to: Chief Executive

Terms and conditions:

- This is a 3-4 day post (21 hours to 28 hours) with a six-month probation period.
- 5% contribution to a pension after six months.
- The initial contract will be for 2 years with the possibility of permanency.

Other benefits include:

- The contract is subject to a six-month probationary period which may be extended.
- The annual leave entitlement will be 15 days for a 21 hour week or 20 days for a 28 hour week.
- 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.