

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: Child Protection and Alternative Care Co-Ordinator

Job Purpose: The **Child Protection and Alternative Care Project Co-Ordinator** is a member of the Legal, Policy and Services Team and will lead out on the scale up of the Children's Rights Alliance's child protection and alternative care policy work.

Key Responsibilities:

Leadership and Management

- Lead and manage the Child Protection and Alternative Care work for the Children's Rights Alliance in accordance with best project management practice, within budget and in accordance with agreed objectives and timelines.
- Take part in advocacy and public affairs activities to promote the Alliance's legal and policy positions on child protection and alternative care.

Legal, Policy and Campaign Activities

- Prepare and review research documents, legal, legislative, policy and consultation submissions/reports that analyse and highlight gaps in the child protection and alternative care system for children and young people together with identifying recommendations/solutions to close those gaps.
- Ensure that our campaign outputs respond to the needs of the Alliance's target audiences, in particular, members, international bodies, decision-makers, policymakers, political contacts and donors.
- Advise the Children's Rights Alliance on areas of child protection and alternative care, policy and practice where children's rights need to be strengthened.
- Keep track of national and international developments that are relevant to the campaign and identify opportunities for change and influence.

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 contribute to the development of policy and practice within your area of work and the 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.
- 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.

Skills and abilities

- Demonstrated ability to think strategically and to identify opportunities.

- A commitment to ensuing quality assurance, control and improvement.
- Excellent interpersonal skills.
- Project management/coordination abilities.
- Ability and aptitude to respond to a changing external context.
- 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, a flexible working arrangement is possible.
- The salary is commensurate with experience.
- The position is for three months initially.
- The annual leave entitlement is 25 days in the calendar year (pro rata).
- 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.

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 **Monday 28 April 2025 at 1pm.**