



CEO - Association for Criminal Justice Research & Development (ACJRD)

Part-time (28 hours / 4 days per week) and hybrid working pattern

About ACJRD

The **Association for Criminal Justice Research and Development (ACJRD)**, a registered charity and Company Limited by Guarantee, seeks to promote reform, development and effective operation of the criminal justice system.

Its activities are designed to lead to increased mutual understanding and provide insights into the problems with which all are confronted. In opening informal channels of communication, it improves co-operation between the different parts of the criminal justice system.

Primary funding is provided by the Department of Justice, Department of Children, Equality, Disability, Integration and Youth, Irish Prison Service and Irish Probation Service.

For additional information, please see www.acjrd.ie.

About the role

ACJRD is currently seeking a new Chief Executive Officer (CEO) on a part-time basis (4 days/28 hours per week in a hybrid working pattern) who will be responsible for the day-to-day running and management of the Association's business under delegated authority from the Council, with the support of a part-time administrator.

The CEO reports to the Chairperson and Council of ACJRD.

Responsibilities

Strategy

- Accountable for the delivery of ACJRD's Strategic Plan 2023-25 in conjunction with the Council.
- Strategic planning for the next strategic period.

Governance

- Responsible for the operational aspects of the Association's governance, to include GDPR, The Charities Governance Code, Employment law and Company law.
- Report regularly to the Council on the management, budget, and status of agreed actions and governance.

Communication

- Primary communication on behalf of the Association.
- Develop and implement a comms plan for the Association, to include:
 - A regular newsletter/ejournal to stimulate the professional growth and membership of ACJRD;

- Positioning ACJRD to be able to influence future policy developments;
- Develop, update and maintain ACJRD'S website and other approved social media forums, to increase the visibility of ACJRD within the criminal justice system;
- Organise and oversee events on behalf of ACJRD, including launches and conferences, and preparing conference reports.
- Develop and implement an effective membership strategy.

Finance

- Financial oversight, including budget management and reporting, annual budget estimates and supporting the auditing process. Liaise with the Treasurer and external auditors.
- Drive, manage and implement the yearly business plan within budget, ensuring timely budget submissions to the funding organisations and to respond to any queries from funders.
- Full responsibility for managing the Association's finance with the support of the outsourced bookkeeper.

Leadership

- Lead the administrator, future employees, potential university placement students and volunteers who assist with administration tasks.
- Support the work of ACJRD Council and subcommittees.

Training

- Organise training for all Council members with a primary focus on statutory compliance (Data Protection Charity Law, Company Law, Health and Safety, Employment Law, etc.) to enable them to meet the necessary compliance standards of a Director of a CLG and a Charity Trustee in the Association.

The above description is not intended to be exhaustive - the post holder may be required to perform other duties as appropriate, which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

Who you are:

- A highly organised, flexible, dynamic person with personal initiative and strong leadership skills, with the ability to self-manage and to work independently.
- A strong team player who can work with a variety of stakeholder groups.
- Excellent written and verbal communication, reporting, and administration skills, with the ability to interact at all levels across various departments and agencies, either in the public or voluntary sectors.
- Strong operational experience with a hands-on approach to all aspects of managing daily tasks within the Association.
- Good strategic thinker with capacity to see the big picture, but also with the ability to be detail oriented.
- Consistent, thorough and tenacious.

Skills / Background & Qualifications

- A good general education standard.

- Good business organisational skills and a demonstrated ability to multitask, with a minimum of five years satisfactory experience in a senior managerial /organisational role.
- Experience in governance
- Experience with budgets and accounts, with a demonstrated understanding and experience of financial reporting.
- Highly professional communicator to represent the Association and deliver the strategic plan and business plan.
- Working knowledge and/or experience of strategic planning and development, or the ability to quickly acquire that knowledge.
- Experience of leading and directing staff with a focus on performance and results.
- Excellent IT skills, to include MS Office, website applications and online conferencing.

Desirable

- Recent experience of working in the charity sector.
- Experience in planning in-person and online events.
- Good understanding of the criminal justice system and public policy development, and how it can be influenced.

Location

ACJRD is based in the Carmichael Centre, Coleraine House, Coleraine Street, Dublin 7 D07 E8XF. ACJRD operates a hybrid working model and there is a requirement to spend at least 2 days per week in the office.

The CEO will be required to be flexible in their working hours on occasion, as a number of events and Council meetings will take place outside of business hours.

Remuneration and Benefits

- Tenure: 12 months *
- Salary: €60,000 pro-rata
- Working hours: 28 hours per week
- Annual Leave: A 'pro-rata' annual leave policy applies, which is aligned with the number of days worked per week.

* A probationary period of six months applies. The tenure may be extended (subject to funding).

Application

If you are interested in applying for this position, please send your CV and cover letter to fiona@engagehumanresources.com

The closing date for all applications is 12pm on Monday, 2nd December.