

Integrity at Work Programme Manager (Maternity Cover)

Transparency International Ireland (TI Ireland) is an independent, not-for-profit organisation dedicated to stopping corruption and promoting integrity in Irish institutions. Its vision is an Ireland that is open and fair – and where entrusted power is used in the public interest. TI Ireland is a fully accredited chapter of the international coalition, Transparency International, with representation in over 100 countries.

Contract summary

Initial one-year fixed term/part-time to provide maternity cover with opportunity for contract extension or reassignment if funding permits. The IAW Programme Manager is contracted to work a 7.5-hour day, three days per week (excluding 25 days leave, weekends and public holidays, pro rata). Travel in Ireland and occasionally overseas may be required. Remote and flexible working within Ireland can be facilitated as required.

Position summary

The overall responsibility of the Programme Manager is to lead Transparency International Ireland's Integrity at Work Programme ("IAW").

Integrity at Work (IAW) is a not-for-profit, multi-stakeholder initiative aimed at promoting supportive working environments for anyone reporting concerns about wrongdoing. The initiative will assist stakeholders in complying with Ireland's whistleblowing law, the Protected Disclosures Act, and promote best practice.

Main responsibilities

Responsibilities related to IAW membership recruitment and retention

Ensuring that IAW activities make a net positive contribution to the running costs of TI Ireland and the Transparency Legal Advice Centre (TLAC), including:

1. All aspects of new member and donor engagement, including identifying and meeting with prospective IAW members and supporters.
2. Maximising donor/member retention through monitoring and management of donor/membership relations.
3. Managing and overseeing appropriate communication with IAW stakeholders, including newsletters, Annual Reviews, Implementation and Communication Plans.

Responsibilities related to event, conference, and training management

With direction from TI Ireland's Chief Executive, managing all IAW events including its annual online conference and training. Tasks include:

1. Management of the IAW annual conference, including engagement and communication with potential conference partners, sponsors, speakers, and participants.
2. Organising and supporting the annual conference organising committee and delegating tasks to rest of the IAW team including the Advocacy and Communications Executive as required.
3. Managing the development and delivery of bi-annual member's forums.
4. Overseeing the coordination of training and workshops.

Responsibilities related to General Management and Administration

In support of the above activities, the Programme Manager is also responsible for the sound administration and management of the programme. This involves:

1. Ensuring the timely compilation and delivery of programme budgets, financial reports, donor reports and funding requests.
2. Assisting with team member performance reviews and recruitment where required and appropriate.
3. Overseeing the development and maintenance of membership and conference databases.

Person specification

The successful candidate will be able to demonstrate examples from their past experience that highlight their ability and desire for this role. We are seeking someone who has the following attributes:

- Online events and fundraising skills, with an aptitude and willingness to generate income on a tight budget
- Ability to communicate effectively and confidently, in person and in writing, and to engage with private, public, regulatory and charitable organisations engaged by the missions of TI and TI Ireland
- Demonstrates patience, perseverance, sound judgement and adherence to ethical principles
- Ability to work under pressure, manage multiple tasks and meet tight deadlines
- Excellent writing skills, in particular grant and report writing
- Proven management, organisational and administration skills

Conditions and remuneration

The successful candidate will initially be engaged on a 7.5-hour day, three days per week basis (excluding 25 days leave, weekends and public holidays, pro rata). Travel in Ireland and occasionally overseas may be required. Remote and flexible working within Ireland can be facilitated if appropriate, however, they may also be expected to work from TI Ireland's offices in Dublin 1 and attend in-person meetings from time to time.

The successful candidate will initially be engaged as an employee for a fixed term of one-year at Grade IV of the TI Ireland Pay-Scale. Salary will be pro rata for three days per week.

Application Closing Date: Sunday, 2 June 2024 at 11.59pm. Please note that interviews will take place during the weeks of 3 and 10 June.

Please send a CV and covering letter to admin@transparency.ie by 2 June 2024 at 11.59pm. The email enclosing your CV and covering letter should have [PM/2024] in the subject line. It is essential that the covering letter concisely addresses (in no more than 500 words):

- Motivation for applying for the position; and
- Relevant experience for the role.

The CV should ideally be two pages long. CVs longer than three pages will not be considered. Experience should be presented in reverse chronological order and the names and positions of two referees should be provided. Contact details of referees are not necessary at this stage.

Please share details of where you found the position advertised in your email.

Equal opportunities statement

Transparency International Ireland is an equal opportunities employer and is committed to promoting a work environment free from discrimination on grounds of gender, civil/marital status, family status, race, religious beliefs, sexual orientation, disability, age or membership of the Traveller community.

Privacy notice

As part of the recruitment process, TI Ireland collects and processes personal data relating to job applicants. TI Ireland is committed to being transparent about how we collect and use that data and to meeting our data protection obligations. Read our Recruitment Privacy Notice to learn more about how TI Ireland processes your personal data.