

<b>Job Title</b>	<p><b>Administrator of the Association for Criminal Justice Research &amp; Development (ACJRD)</b></p> <p>The post holder is responsible for providing operational and administrative support to the Manager and Council (Board) of ACJRD.</p> <p>The Administrator reports to the Manager of ACJRD</p> <p>The staffing of the office comprises one manager and an administrator.</p>
<b>Location</b>	<p>ACJRD operates a hybrid working model. There will be some evening hours associated with Council (Board) meetings and event delivery. The post holder will be based at the Carmichael Centre, Coleraine House, Coleraine Street, Dublin 7 D07 E8XF and will be required to spend an agreed number of days per week in the office.</p> <p>The post holder may be required to periodically visit locations within Ireland in relation to fulfilling the requirements of the post, for which appropriate travel and subsistence allowances will be paid</p>
<b>About ACJRD</b>	<p>The <b>Association for Criminal Justice Research and Development (ACJRD)</b> seeks to promote reform, development and effective operation of the criminal justice system.</p> <p>It does so mainly by providing a forum where experienced personnel can discuss ways of working in an informal setting, by promoting study and research in the field of criminal justice and by promoting the highest standards of practice by professionals associated with criminal justice.</p> <p>Its activities are designed to lead to increased mutual understanding and provide insights into the problems with which all are confronted. In opening unofficial channels of communication, it improves co-operation between the various parts of the criminal justice system.</p> <p>The ACJRD is a registered charity and company limited by guarantee.</p> <p>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 website <a href="http://www.acjrd.ie">www.acjrd.ie</a>.</p>

<p><b>Key Role Responsibilities:</b></p>	<p>Principal Accountabilities:</p> <p>Provide administrative support to the ACJRD Manager, Council (Board) and its sub-committees and membership administration.</p> <p>Support and assist the Manager in the organisation and running of conferences, seminars and other events, including in the preparation of conference reports.</p> <p>Manage office correspondence.</p> <p>Provide administrative and technical support for meetings and events.</p> <p>Maintain and update the ACJRD website.</p> <p>Contribute to the preparation and dissemination of the ACJRD newsletter.</p> <p>Liaise with ACJRD’s bookkeeper and payroll operator to provide relevant records and information.</p> <p>In conjunction with ACJRD’s bookkeeper and payroll operator, manage membership applications and subscriptions.</p> <p>The above description is not intended to be comprehensive list of all the duties involved and consequently. The post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.</p>
<p><b>Essential Role Requirements:</b></p>	<p>Candidates must have:</p> <ol style="list-style-type: none"> <li>1. A good general standard of education.</li> <li>2. Efficient organisational skills.</li> <li>3. Well-developed information management systems and information technology skills with a sound knowledge of computer software applications e.g., spreadsheets, word processing, database and website applications and online conferencing delivery.</li> <li>4. Excellent writing, reporting skills and minute taking skills</li> </ol>

<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• A capacity to work independently on one’s own initiative and as a member of a team.</li> <li>• Effective communication, interpersonal and administration skills, with the ability to interact at all levels across various departments and agencies either in the public or voluntary and charity sectors. Good understanding of the criminal justice system and charity sector or a demonstrated interest in and desire to learn about the criminal justice system and charity sector.</li> </ul>
<b>Principal Conditions of Service</b>	<p>Tenure: 12 months *</p> <p>Salary: €18,200</p> <p>Working hours: 20 hours per week on a hybrid basis, including some evening work to support council meetings and ACJRD events.</p> <p>Annual Leave: A ‘pro-rata’ annual leave policy applies which is aligned with the number of days worked per week.</p> <p>A probationary period of six months applies. *The tenure may be extended after satisfactory performance assessment.</p>

## APPLICATION

<b>Application Process</b>	<p>Please submit, <b>via e-mail only</b>, 2 / 3 page CV with a Cover Letter focussing on the sections outlined above.</p> <ul style="list-style-type: none"> <li>• Education.</li> <li>• Key Role Responsibilities.</li> <li>• Essential Role Requirements.</li> <li>• Personal Attributes.</li> </ul>
<b>E-mail contact details:</b>	<a href="mailto:enquiries@acjrd.ie">enquiries@acjrd.ie</a>
<b>Closing Date:</b>	<p>Monday, November 21<sup>st</sup>, 2022 at 2pm.</p>