



## **Job Description**

### **Financial Justice Ireland (FJI) Acting Director (Maternity Cover)**

Financial Justice Ireland is seeking to recruit a dynamic Acting Director. The successful candidate will have excellent leadership skills to drive forward the delivery of FJI's high quality policy, education and campaigning agenda, and to work to ensure FJI's financial sustainability into the future. They will have exceptional organisational coordination skills, and a deep commitment to local and global economic justice work. FJI is open to the role being a secondment opportunity.

#### **The role:**

- Implementing FJI's strategic plan
- Providing strategic management and support to staff
- Delivering and developing FJI's fundraising agenda
- Actively participating in FJI's policy and education work
- Ensuring full involvement of FJI members in FJI's work plans

#### **Main Responsibilities**

##### Organisational Management

- Chief strategist and advisor to the FJI board, including preparation of
- management reports and presentations for the board
- Responsible for coordinating and supporting the FJI staff in delivering each work
- programme area
- Responsible for staff welfare, operational supervision, professional
- development,
- appraisal and ensuring compliance with employment law and best practice

##### Fundraising, Financial Management and grant compliance :

- Delivering funding proposals and reports in accordance with the contract to FJI's institutional donors
- Pursuing new funding streams and approaches
- Compiling the organisational budget and overseeing the management of FJI's finances and ensuring accurate reporting of same to members, the board and funders

##### Policy, Campaigning and Education

- Provision of support to staff in delivering the collective policy, campaigning and education programmes of the organisation including signing off on policy, publications and developing campaigning strategy with staff
- Pursuing policy analysis as part of the organisation's work plan

- Delivering FJI's popular education programme in collaboration with staff
- Engaging in promotion of FJI's policy positions through direct engagement with decision-makers at national, EU and multi-lateral levels

#### Communication and representation

- Representing the organisation in the media as the chief organisational spokesperson
- Ensuring FJI maintains close and productive working relationships with local and international allies
- Building the image, profile and reputation of FJI amongst funders, target groups, and like-minded organisations at home and internationally

#### Other responsibilities:

- Carrying out any other relevant duties which may be assigned from time to time by the board
- Traveling in Ireland and internationally as required
- Occasionally working outside office hours, where time in lieu will be granted

#### **Essential Experience:**

##### Educational Qualifications:

- Bachelors degree level qualification in a relevant social science discipline Leadership and Management

##### *At least 2 years experience in:*

Organisational Management – including financial management, fundraising and support of staff

And/or:

- A proven record in leading a policy or campaigning project in the area of global economic justice

##### Fundraising and Financial management

- Proven experience in securing funding, particularly in relation to state, EU and relevant donor organisations

##### Policy Analysis

- Development of policy documents to a publishing standard

##### Representation

- Experience in a representative role; experience of speaking to the media and lobbying and/or public campaigning

### **Essential Skills**

- Excellent written and oral communication skills, including an understanding of how to undertake strategic communication from a media and campaigning perspective
- Strong facilitation skills toward a range of diverse audiences
- A strong analytical understanding of international development and justice issues
- Self-motivation and initiative
- Fluent spoken English and written English to a very high standard
- Fully computer literate

### **Desirable experience:**

- Post-graduate qualification in a relevant social science discipline
- Research and analysis skills on international debt, international financial institutions and/or international taxation issues
- Leadership in international activism through campaigning and advocacy
- Participatory education work
- Experience of working in a country of the Global South and/or working with campaigning organisations from the Global South

### **Desirable Skills:**

Ability to speak Spanish, French or Irish

### **Accountability:**

The Acting Director will report to the chairperson of the FJI board

**Location of Position:** FJI Offices, Upper Mount Street, Dublin 2 (At the moment, all FJI staff are working from home due to pandemic restrictions)

**Salary:** The salary scale of the Acting Director is € 45,000 – 49,642 pro rata. This post is a 4 day per week post.

**Proposed Start date:** 1<sup>st</sup> November 2021

This is a maternity cover position for 6 months, with a probable extension of up to 11 months in total.

**Applications:** Please submit a cover letter that outlines how you meet the criteria for this post, along with your CV, by email to [campaign@financialjustice.ie](mailto:campaign@financialjustice.ie) by **Friday 27<sup>th</sup> August**. Interviews will take place in on **Friday September 4<sup>th</sup>**.

You can find out more about FJI on our website [www.financialjustice.ie](http://www.financialjustice.ie)