

DIRECTORSHIP

IRISH CENTRE FOR EUROPEAN LAW



The post of Director of the Irish Centre for European Law ('ICEL') becomes vacant on 1 October 2018. With the support of an expert Board, this is an exciting opportunity to promote and advance the knowledge and practice of European law in Ireland. A full specification and details on how to apply for this part-time position can be viewed on the ICEL website at www.icele.ie/director. This role is ideally suited to being combined with another professional activity but the Director is expected to make a commitment of two days per week.

The closing date for receipt of applications is **5pm, Monday, 16th July 2018**.

JOB SPECIFICATION

Duties & Responsibilities

In order to achieve the objectives of the ICEL, the Director, reporting to the Board of Directors, is charged with the following specific functions:

- a) To have overall responsibility for the day to day management of the ICEL;
- b) To design, organise and execute a programme of ICEL conferences and seminars each year to promote a greater understanding of European law in Ireland;
- c) To manage the finances of the ICEL;
- d) To supervise the administration of the ICEL, including its staff and volunteers, and ensure that all corporate obligations of the ICEL as a company limited by guarantee with charitable status, are met.
- e) To promote the image of the ICEL, within Ireland and abroad, and to oversee the ICEL website;
- f) To report to and liaise with the Board of Directors, including the preparation and presentation of such reports and other documentation as may be required/appropriate;
- g) To tender for and manage contracts for services which the ICEL may from time to time undertake.

In relation to some of these functions, the Director is supported by the Centre's part-time Administrator.

Skills & Qualifications

The successful candidate will have:

- a) Sufficient familiarity with European (European Union and Human Rights) law and policy to enable him / her to design an annual programme of conferences and other activities on topics of current interest to ICEL members and fulfil the other functions of the Director;
- b) Sufficient business acumen and managerial ability to run a small corporate enterprise with an average turnover of c. €100 000;
- c) Strong IT skills, or the ability to quickly learn, in areas such a social media, website contented management, email marketing systems (such as Mailchimp) and MS Office products.

It will be an advantage if a candidate has some or all of the following skills, expertise and qualifications:

- a) A wide range of contacts among both the legal profession and academics at the national and European level, or the ability to create such a range of contacts;
- b) A post-graduate (including professional) qualification in law;
- c) A demonstrable ability to write articles and/or texts;

Duration of Contract & Remuneration

A three-year contract, with the possibility of renewal by agreement, will be offered to the successful candidate.

The post carries with it an initial salary of €21,000 per annum.

Who should apply?

The post would suit a self-motivated, hard-working individual, with some years' relevant experience, and a facility for communication across a broad spectrum of interested parties. The position may be combined with other professional activity. However, the Director is expected to be in a position to make a commitment of approximately two days per week (fluctuating according to programme of events).

Application Process

A Curriculum Vitae, including the names of two referees, together with a covering letter explaining your suitability for and interest in the post, should be sent **by e-mail** to:-

icel@tcd.ie

marked for the attention of the Chair.

The closing date for receipt of applications is **5pm, Monday, 16th July 2018**.

27th June 2018