



## Irish Centre for European Law

<b>Job Title:</b>	Chief Executive Officer	<b>Job Category:</b>	Executive
<b>Location:</b>	Trinity College Dublin (suitable for partial remote working)	<b>Travel Required:</b>	On average, 1 event held outside of Dublin in Ireland per year
<b>Level/Salary Range:</b>	€12,000	<b>Position Type:</b>	8-16 hours per week
<b>HR Contact:</b>	Deputy President (Ciarán Toland SC)	<b>Date Posted:</b>	5 May 2022
<b>External Posting URL:</b>	<a href="http://www.icel.ie">www.icel.ie</a>	<b>Posting Expires:</b>	30 May 2022
<b>Applications Accepted By:</b>			

**EMAIL:**

[icelnominations@gmail.com](mailto:icelnominations@gmail.com)

Subject Line: Application for Chief Executive Officer

**APPLICATION REQUIREMENTS**

A Curriculum Vitae, including the names of two referees, together with a covering letter explaining your suitability for and interest in the post.

**Job Description****ABOUT THE ROLE**

The Irish Centre for European Law (ICEL) is an educational charity promoting the knowledge and practice of European Union and European Human Rights law.

ICEL is looking for a highly motivated and well-organised Chief Executive Officer (formerly known as the Director) to strategically lead the Centre's work under the supervision of an expert Board.

This role is ideally suited to being combined with another professional activity, with the CEO role involving a time commitment of one-two days per week.

**ABOUT YOU**

- Deeply committed to the purpose and objects of the Centre as a provider of legal education services in EU and European Human Rights law.
- Sufficient familiarity with European (European Union and Human Rights) law and policy to design an annual programme of conferences and activities for ICEL members and for those with a keen interest in European law.
- Having the Required Skills set out below.



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### RESPONSIBILITIES

#### Strategic Development and Management

- Formulating and implementing a strategy for the development and promotion of the Centre.
- Devising and implementing an Annual Plan and Budget.
- Taking responsibility for the organization of the Centre's activities across the island of Ireland.
- Assuming overall responsibility for the day-to-day running of the Centre, including supervision of the Events and Communications Manager.

#### Event management & related communications

- Designing, executing and reporting on a programme of ICEL conferences and seminars each year with the object of promoting a greater understanding of European law in Ireland (including the proposal of topics and speakers).
- Securing sponsorship and grants.

#### Membership management & Marketing

- Supervising the Events and Communications Manager on implementing a membership recruitment and retention strategy for the Centre.
- Promoting the image and brand of the ICEL within Ireland and abroad with a view to increasing membership, attracting sponsorship and marketing the Centre's activities.

#### Finances, Board and Committee Support

- Managing the finances of the ICEL under the direction of the Treasurer and reporting to the Board and Audit Committee the finances and their management.
- Supporting the Board and Committees in their functions, including ensuring the delivery of the Centre's strategy in cooperation with the Board and Committees;

### REQUIRED SKILLS

- Strong business acumen and managerial ability to run a small corporate enterprise with an average turnover of €75,000 holding approximately 10 events or seminar courses per year of varying sizes.
- Excellent people management skills.
- Excellent communication and project management skills.
- Ability to engage with persons at a senior level in the legal professions at national and European level.
- Knowledge of accounts reporting software, digital marketing systems and MS Office products and a keen interest in developing the Centre's information systems.

### DESIRABLE SKILLS

- A post-graduate (including professional) qualification in law.
- Experience of grant applications and securing sponsorships.



## **Irish Centre for European Law**

### **WORKING LIFE**

- It would suit a self-motivated, committed individual capable of working on their own, at the direction of the Officers and with the support of an expert Board.
- In relation to some of the functions, the CEO will be assisted by the Events & Communication Manager.
- Partial remote working possible.
- Flexible hours possible (fluctuating according to programme of events).