



Irish Centre for European Law

Title:	Assistant Director for Northern Ireland (Consultant)	Service:	Events Management, Communications, Law
Location:	Belfast (remote/flexible working)	Travel Required:	On average, 2 events/meetings held in Dublin per year
Honorarium:	£3,000 (+VAT) (if applicable)	Position Type:	8-16 hours per month
HR Contact:	Chief Executive (Eoin Delap BL)	Date Posted:	27 September 2023
External Posting URL:	www.icel.ie	Posting Expires:	27 October 2023
Applications Accepted By:			

EMAIL:

icel@tcd.ie

Subject Line: "Assistant Director for Northern Ireland (Consultant)"

APPLICATION REQUIREMENTS

A Curriculum Vitae, including the names of two referees, together with a covering letter explaining your interest in this project.

ABOUT

The Irish Centre for European Law (ICEL) is an educational charity promoting the knowledge and practice of European Union and European Human Rights law. The Centre organises approximately 10 events or seminar courses annually and has a turnover of approximately €100,000.

In April 2023, the Centre publicly launched its Northern Ireland Committee at an event in the Royal Courts of Justice. It is anticipated the Centre will hold **approximately 4 events** (one of which may be a remote/hybrid seminar series) in Northern Ireland annually.

ICEL is looking for a highly motivated and well-organised Assistant Director for Northern Ireland (Consultant) to strategically lead the Centre's work in Northern Ireland working closely with the Chief Executive Officer, the Northern Ireland Committee (chaired by Professor Chris McCrudden) and the Board (chaired by the Centre's President, Advocate General Anthony M Collins).

The Assistant Director will be responsible for the management and facilitation of events in Northern Ireland and the management of ICEL communications in Northern Ireland.

This role is ideally suited to being combined with another professional activity, with the Assistant Director role involving a time commitment of one-two days per month, working flexibly at times and dates that suit you (subject to attendance at events).

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, in particular in Northern Ireland.
- Sufficient familiarity with European (European Union and Human Rights) law and policy to design an annual plan of conferences and activities for ICEL members and for those with a keen interest in European law.
- Strong communication skills.
- Having the Required Skills set out below.

RESPONSIBILITIES

Strategic Development and Management

- Implementing a strategy for the development and promotion of the Centre in Northern Ireland.
- Implementing an Annual Plan of Events in Northern Ireland and related Budget, subject to the Centre's Annual Plan and Budget.
- Working independently to organise the Centre's activities in Northern Ireland.
- Assuming responsibility for the day-to-day running of events for the Northern Ireland Committee.
- Managing relationships with stakeholders within Northern Ireland, and within the Centre.

Event management & related communications

- Executing and reporting on a programme of ICEL conferences and seminars each year with the object of promoting a greater understanding of European Union and Human Rights law in Northern Ireland (including the proposal of topics and speakers).
- Organising all conferences and seminars in Northern Ireland (communicating with speakers, booking venues, flights and accommodation and overall management of the logistics of the event).
- Collating, and organizing applications for relevant sponsorship and grants.

Marketing

- Promoting the image and brand of the ICEL within Northern Ireland with a view to increasing membership, attracting sponsorship and marketing the Centre's activities.
- Advertising events via contacts databases, through social media and other means.
- Developing contacts databases in Northern Ireland and in respect of events and activities related to Northern Ireland.
- Regularly updating, or furnishing material to update, the website in respect of: future events and other activities; conference papers; event videos; the Membership Directory.

Membership management

- Assisting the CEO and the Events and Communications Manager on devising and implementing a membership recruitment and retention strategy for the Centre's Northern Ireland membership.

Finances

- Maintaining records of the ICEL's income and expenditure, where requested using the Centre's accounting software.
- Reporting to the Chief Executive Officer on the finances and their management.
- Feeding into the preparation of the Annual Report and the Annual Budget.
- Carrying out financial transactions on behalf of the ICEL and use of software to manage same.

Board and Committee Support

- Supporting the Northern Ireland Committee, the Board and other Committees in their functions, in particular in ensuring the delivery of the Centre's strategy in Northern Ireland in cooperation with the Board and Committees.
- Organising Northern Ireland Committee meetings (physical or remote) including preparation and circulation of agenda, minutes and Committee packs.
- Ensuring records of all meetings and other statutory requirements are stored securely.

REQUIRED SKILLS

- Excellent people management skills.
- Excellent communication and project management skills.
- Excellent administrative skills.
- Ability to engage with persons at a senior level in the legal professions at national and European level.
- Proficiency in MS Office products.
- Capability to quickly attain knowledge of website content management and email communications software.
- Ability to work independently and self sufficiently, liaising with the Northern Ireland Committee, the Board and other Committees in their functions, as required.

DESIRABLE SKILLS

- A post-graduate qualification in law.
- Strong business acumen and managerial ability.
- Experience of grant applications and securing sponsorships.
- Experience in an event management, co-ordinator or similar role working within societies, events, hospitality, tourism, facilities environment or similar industries.

WORKING LIFE

- It would suit a self-motivated, hard-working and committed individual capable of working on their own initiative, in conjunction with the CEO, the Chairperson of the Northern Ireland Committee and the Centre's Officers, and with the support of an expert Board and Northern Ireland Committee.
- In relation to some of the functions, the Assistant Director will be assisted by the Dublin-based Events & Communication Manager.
- In relation to some of the functions, the Assistant Director may elect to engage a third party to carry out the function, subject to the approval of the CEO.
- Partial remote working possible (fluctuating according to programme of events).
- Flexible hours possible (fluctuating according to programme of events).
- The term of the contract for services will be two years, with the possibility of renewal.