

Irish Traveller Movement: Operations Manager **(<https://www.activelink.ie/node/108930>)**



About ITM

The Irish Traveller Movement (ITM), founded in 1990, is a national membership organisation representing Travellers and Traveller organisations across Ireland.

Our core mission includes challenging the racism faced by Travellers in Ireland.

We advocate for Traveller rights at national and international levels, develop policies, and implement innovative strategies to drive change.

We aim to challenge inequalities through promoting Traveller participation, developing best practices, conducting evidence-based research, and building strategic alliances for a fairer Irish society.

Position: Operations Manager

Working Hours: 28 hours per week.

Salary: €41,502 - € 52,952 pro rata and depending on experience

Location: ITM Office (4/5 Eustace Street, Dublin 2) with some remote working in accordance with our hybrid working policy.

Job Purpose:

To support the Director of the Irish Traveller Movement by ensuring the efficient management and operation of office and information systems.

The ideal candidate will have excellent communication skills, proficiency in office systems, attention to detail, and the ability to thrive in a fast-paced environment.

Key Responsibilities:

- Requirement to meet statutory compliance and corporate governance.
- Assist in the development and implementation of organisational policies and procedures and plans.
- Provide support to the Senior team leads, conduct staff inductions, probations procedures and ensure compliance.
- Provide support in preparing funding proposals, reports, and submissions.
- Provide support to events logistics, staff meetings, conferences, organisational training events, AGMs, and committee meetings.
- Support annual reporting requirements, to assist the director and staff team leads.
- Provide Secretariat support to the Board of Directors with the preparation, planning and recording of the meetings.
- Manage communications, including the website.
- Additional duties as required to be agreed with the director.

Required Knowledge, Skills, and Experience:

- Minimum of 3 years' experience in office management, including developing and maintaining office systems and procedures.
- Proven experience in governance and HR management.

- Financial skills, including budget preparation and management.
- Proficiency in IT management, particularly with Google Workspace and Microsoft Office.
- Experience with client management database systems, e.g. Salesforce.
- Strong commitment to social justice and Traveller human rights
- Excellent verbal and written communication skills.
- Strong interpersonal skills, with a track record in the NGO sector desirable.
- Strong organisational and multitasking abilities.
- Ability to work both independently and as part of a team.

Requirements:

- Knowledge of Traveller culture and issues desirable.
- Experience working with disadvantaged and marginalised groups.
- A third-level qualification in Business Management, Accounting, or a related field.

Attributes:

- A commitment to human rights values and principles.
- High level of integrity and discretion.
- Ability to collaborate with a variety of teams, as well as being able to work on own initiative and consult where appropriate.
- Flexibility and adaptability in a dynamic work environment.
- Experience working in a non-profit or membership-based organisation an advantage.
- Compassionate and empathetic demeanour.
- Excellent organisational skills.
- Excellent communication skills – written and oral.
- High standards of accuracy and attention to detail.
- Ability to maintain confidentiality.

What We Offer

- Salary: €52,982 pro rata & depending on experience
- Pension - Matched 5% organisational contribution upon completion of probation period.
- Annual leave: 26 days, and one additional day for good Friday.
- Appropriate travel, subsistence and other out-of-pocket expenses will be reimbursed after approval.
- Bike-to-work-scheme.
- Employee Assistance Program (EAP).
- Training opportunities for professional development.
- A supportive and collaborative work environment.
- The chance to make a meaningful impact on people's lives through supporting Traveller Human rights.

How to Apply

Submit your CV and a cover letter highlighting your relevant skills and interest in the position to tcjobs@itmtrav.ie (<mailto:jobs@itmtrav.ie>) or by post to the Irish Traveller Movement, 4-5 Eustace Street, Dublin 2.

For queries, contact Bernard Joyce at [01-679 6577](tel:016796577) (tel:01679 6577).

Closing Date: Applications must be received by **Tuesday, July 23rd no later than 5pm.**

Shortlisted candidates will be informed shortly after.

Equal Opportunity: ITM is an Equal Opportunities Employer and particularly welcomes applications from the Traveller community and those from other minority or disadvantaged backgrounds.

Region

Dublin 2 / Hybrid

Date Entered/Updated

13th Jun, 2024

Expiry Date
23rd Jul, 2024

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