

Irish Council for Prisoners Overseas: Caseworker **(<https://www.activelink.ie/node/112509>)**



Irish Council for Prisoners Overseas
Supporting Irish Prisoners Overseas and their Families

ICPO
Columba Centre
Maynooth
Co Kildare
Ireland

Caseworker with the Irish Council for Prisoners Overseas

Full-time, permanent position – (subject to a six-month probationary period)

The Irish Council for Prisoners Overseas (ICPO) provides information, advice and support to Irish people in prison overseas and their families. The ICPO was established by the Irish Catholic Bishops' Conference in 1985, to respond to the significant challenges Irish people face in prison overseas. Presently, the ICPO has contact with over one thousand Irish people in prisons in more than thirty countries around the world.

Scope of the position

Reporting to the ICPO Coordinator, the successful candidate will provide an advice, information and support service to Irish people in prisons overseas and will undertake support work in relation to families. The primary role of the Caseworker will be to take responsibility for a caseload of clients, and liaise with other teams and agencies to provide a comprehensive support service to those incarcerated abroad.

Qualifications, Experience and Essential Skills

- A minimum of a primary degree in law, criminology, human rights or social work or in a related field.
- A minimum of 3 years' experience working with marginalised groups.

Criteria may be enhanced to facilitate shortlisting

To be considered for this role, the successful candidate must have:

- Proven ability to manage a high workload and prioritise tasks effectively;
- A proactive approach to problem-solving and adaptability in a dynamic work environment;
- Excellent written and verbal communication skills;
- Excellent IT skills and experience using Microsoft Office Suite, and client management databases such as Salesforce;
- Strong organisational and administrative skills to handle multiple responsibilities and meet deadlines;
- The capacity to work independently and as part of a collaborative team;
- Have strong interpersonal skills and the ability to build relationships with relevant internal and external stakeholders;
- Have a commitment to social justice and equality.

Special requirements for the position

- This role will involve some travel, both in Ireland and overseas, including to prisons overseas.
- A degree of flexibility is required to work outside of standard office hours, to meet the evolving needs of our services.

The employer provides a hybrid working policy that allows for three days based in the office in Maynooth and two days working remotely per week.

A competitive remuneration package, commensurate with experience, will apply to this appointment.

A detailed job description is available on [Job Description- ICPO Caseworker 2024. \(https://www.catholicbishops.ie/wp-content/uploads/2024/12/Job-Description-ICPO-Caseworker-2024.pdf\)](https://www.catholicbishops.ie/wp-content/uploads/2024/12/Job-Description-ICPO-Caseworker-2024.pdf)

To apply:

Please submit your CV and cover letter (maximum one page) for the attention of the Chief Operating Officer, Irish Catholic Bishops' Conference at admin@iecon.ie (<mailto:admin@iecon.ie>)

Closing date for receipt of applications: 4.00 pm on Monday, 16 December 2024.

Region

Maynooth, Co Kildare / Hybrid

Date Entered/Updated

3rd Dec, 2024

Expiry Date

16th Dec, 2024

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