



Job Description
Development Officer: Ballymun Community Law Centre

Ballymun Community Law Centre was established in 2002 to tackle unmet legal need in Ballymun. The Law Centre provides legal advice, representation, legal education, and Alternative Dispute Resolution services to the community. We aim to empower individuals to achieve equality and realise their human rights through increased access to the law.

Our legal focus is on areas of unmet legal need in Ballymun. For example, we provide legal advice services in the areas of housing, employment, social welfare, and equality related issues. Our alternative dispute resolution services include conflict coaching, family and community mediation and we also provide a comprehensive peer mediation programme in local schools. Our education programme delivers courses in areas such as Family Law, Child Law and Social Welfare Law as well as providing talks on topical legal issues.

The Development Officer will coordinate the alternative dispute resolution services and support the work of the law centre on a day-to-day basis as required across all services. The role includes outreach work in Ballymun, volunteer coordination, administration and Health and Safety responsibilities. A key element of the role will be to promote and grow the mediation services of Ballymun Community Law Centre within the Ballymun community.

The Development Officer will report to the Manager of the Law Centre.

Responsibilities:

Alternative Dispute Resolution Services

- Provide outreach within the Ballymun community, develop partnerships and promote the work of the Law Centre.
- Coordinate all aspects of the mediation service including promotion, referrals, case development and settlement.
- Coordinate the team of volunteer mediators ensuring they are supported in their practice and that practitioner registration and training is up to date.
- Oversee the delivery of an annual Conflict Resolution and Mediation Skills Training Programme facilitated by the Law Centre.
- Coordinate the peer mediation programme in primary schools.
- Provide administrative support in the organisation of other training and education courses.
- Coordinate BCLC's participation in the Courts Civil Mediation Service when it resumes.
- Coordinate and oversee the Law Centre's student placement programme.
- Liaise and coordinate initiatives with state agencies, social partners and community and voluntary groups.

Support Other Service Provision

- Assist with social media content, communication, and PR for the Law Centre.
- Support collection of statistics and measurement of outcomes.
- Assist the manager in operations of the Law Centre including facilities and IT functions
- Develop and support funding initiatives and applications for the Law Centre as appropriate.
- Provide administrative support to the Legal Service as required.
- Assist and support other BCLC projects as required.

Person specification

Essential requirements

- An appropriate third level qualification (to at least Level 8) in a relevant discipline
- Experience of working within the not for profit/Community/Voluntary sector
- Excellent administration skills
- Excellent writing, reporting and presentation skills
- Experienced in using Word, Excel and other MS office packages.
- Excellent communication and interpersonal skills and the ability to communicate effectively with clients, volunteers, partners, state agencies and funders.
- Proven ability to plan and prioritise work in terms of importance, timescales and other events.

Desirable requirements

- Prior experience of volunteer coordination
- Prior experience of community work
- Experience of training or event planning
- Demonstrable commitment to human rights and social justice issues.
- Knowledge of Mediation and Conflict Resolution services
- Project Management Skills
- Driver's licence and own vehicle

Terms and conditions

This is a full-time position (35 hours per week) at €35k per annum and is offered on a permanent basis, subject to funding. A probationary period of 6 months applies. BCLC offers 25 days leave entitlement and pension contributions.