



GRIFFITH COLLEGE

<b>Job Title:</b> Griffith College Innocence Project Administrator	<b>Reporting to:</b> Board of Management – Griffith College Innocence Project and Head of Faculty of Law
<b>Location:</b> Griffith College, Dublin	<b>Job Type:</b> Part time time hours (24 hours per week) Fixed term contract

**Job Summary:**

The role of Innocence Project Administrator is for 24 hours per week. This will require on-site attendance with occasional opportunities for remote administration of the Innocence Project. During the period of engagement, the Administrator will report on a day to day basis to Dr. Edward Matthews, who is the Director of the Project and the Board of the Project.

**Job Responsibilities:**

The Innocence Project Administrator will undertake administrative duties including, but not limited to:

- Management of correspondence received by the project including emails and post, forwarding correspondence for attention, and tracking of attention to same.
- Management of post and other correspondence out of the project.
- Management of case files, to the extent of managing the orderly storage and maintenance of paper files and uploading and management of the Clio file system.
- Management of recruitment process for case workers, to include soliciting interviewees, organising interviews, and corresponding with applicants. You will be assisted in this regard by the management team.
- Management of the accounting database to include entering transactions, reconciling bank statements, and reporting of balances etc. to the management team.
- Management of telephone communication with the project including checking of messages, forwarding of calls, and tracking of same. During this period, it is also requested that you would use a mobile phone provided to you by the IIP to receive and redirect calls and messages to and for the project during normal business hours if you are not in attendance in the IIP office.
- Convening of case worker and supervisor meetings, to the extent of booking rooms and corresponding with relevant parties.
- Management of other reporting or administrative tasks as allocated from time to time by the management team, which are within your competence and can be completed within the time available.
- Contribute to the organisation and running of Innocence Project events including Innocence Project conference, guest speakers etc.



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- Liaising with the Faculty regarding case workers on the LL.B. (Hons) Innocence Project module.
- In terms of attendance pattern, it will be necessary to agree in advance the days on which the Administrator will attend the project office. The Project will work with the Innocence Project Administrator in agreeing an attendance pattern, and consequently would require some flexibility from the administrator in terms of changing the pattern of attendance should exceptional circumstances arise.
- Any other commensurate duties that fall within the employee's capabilities.

### **Minimum Education/ Experience Requirements:**

- Possess a legal qualification at Level 6 of the NFQ or above.
- Have excellent administrative skills.
- Be highly organised with meticulous attention to detail.
- Have excellent interpersonal, written and verbal communication skills.
- Willing to work effectively as part of an integrated team in the Innocence Project.
- Must be legally entitled to work full time in Ireland for any employer.

### **About Griffith College**

Established in 1974, Griffith College is Ireland's largest independent third level institution with locations in Dublin, Cork and Limerick. The main campus is situated on seven acres within a mile of St. Stephen's Green on Dublin's South Circular Road. Griffith College enjoys national and a growing international reputation for student success. The College has gained an enviable, award winning reputation for providing students with first class lectures and excellent study material. Griffith College offers internationally recognised postgraduate and undergraduate degree programmes, complimented by a wide range of professional, short term and corporate training educational solutions - in Griffith college, there is something for everyone. Today there are over 7,000 students studying in the College, which is a designated educational institute of the Quality and Qualifications Ireland (QQI). Click the link for more information. <http://www.griffith.ie/>

### **Our Vision**

'Empowering learners to achieve their career and life potential'

### **Why work for Griffith College?**

- Competitive salary package.
- Free parking facilities.\*
- Onsite subsidised restaurant.\*
- Stunning historical premises.
- Vibrant multidisciplinary and multicultural learning environment.
- Innovative and agile place to work.
- Welcoming environment committed to learner and staff development.
- \*Dublin campus on South Circular Road.



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*This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline of proposed areas of activity and will be amended in the light of the changing environment within the Faculty and the College.*

*Griffith College is an equal opportunities employer. Candidates must be eligible to work full-time for any employer in Ireland. We thank everyone for their applications, however, only candidates selected for interview will be contacted.*