

## THE IARS INTERNATIONAL INSTITUTE

### Job Description: Projects' Coordinator (Justice)

---

#### The context

The [IARS International Institute](#) has a charitable mission to give everyone a chance to forge a safer, fairer and more inclusive society. We achieve our charitable aims by producing evidence-based solutions to current social problems, sharing best practice, and by supporting young people and the community to shape decision-making. We are recognised as a leader in creating new knowledge and forming public and expert opinion.

#### What we do

The IARS Articles of Association state that the charity is set up "To promote and contribute to the development and civic participation of young people, children and adult members of the community as individuals and members of society".

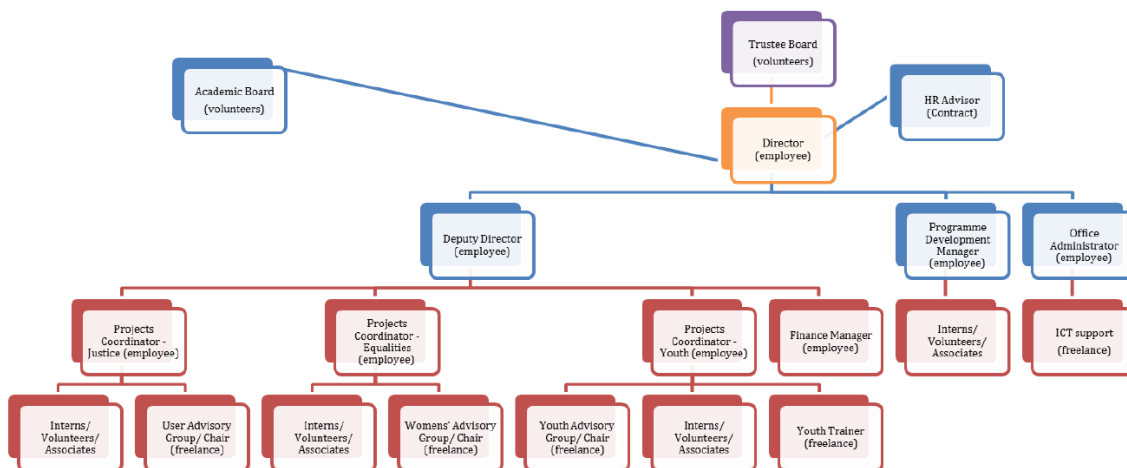
#### We deliver our charitable mission:

- **By empowering marginalised individuals** of our society (e.g. young people, abused women, refugees, asylum seeking women, victims, offenders, carers and minority groups) through accredited training, educational programmes, mentoring and one-to-one support;
- **By acting as an international network of youth NGOs** bringing together people and ideas, communicates best practice and encourages debates on current social problems;
- **By carrying out [action research](#) and [evaluation](#)** that is independent, credible, peer-reviewed, user-led, focused and current;
- **By supporting** individuals and grass roots organisations to carry out their own initiatives to shape decision-making and society, and by helping them to maximise their social impact;
- **By being** an authoritative, independent and evidence-based voice on current social policy matters.

Led by its founder and Director, Professor [Dr. Theo Gavrielides](#) and staffed with a dedicated team of [experts, interns and volunteers](#), the IARS International Institute is known for its robust, independent, evidence-based approach to solving current social problems. We are acknowledged internationally for our expertise in justice, equality and youth, and have delivered [projects](#) in areas such as restorative justice, rehabilitation, human rights and inclusion, citizenship, public services and user-led research/ evaluation. IARS is guided by is [three founding values](#).

#### Organisational structure

As a registered charity, we are governed by a Board of non-executive Directors. Dr Gavrielides line manages the Deputy Director, Communications Officer and the Office Administrator / PA. The Deputy Director line manages the Project Coordinators and Finance Manager. The Project Coordinators line-manage the interns, associates and volunteers. Every month we have a minimum of five full time interns and 20 part-time volunteers.



## Who we are looking for

What makes our team special is personal commitment, drive, flexibility and teamwork, and we are looking for someone who can reflect those same qualities. For this particular role, we are looking for someone with excellent organisational and IT skills, past experience in organising conference and training events, attention to detail and decisiveness. We also want someone who is committed to the values of dialogue, transparency, non-adversarial methods of conflict resolution and restorative justice. Please review [our three founding values](#) before applying. Fitting within our organisational culture will be a key factor of success.

## Benefits and working hours

The post is office based and is **part-time (3 days per week)**, offered on a two year fixed term contract at **£23,658-£36,183 pro rata (NJC Scale 5 – PO2)**. The initial salary will depend on experience and there will be a 6-month probationary period. The contract is renewable and extendable, depending on funding. Other benefits include 24 days paid annual leave, plus bank holidays and 5.5% pension upon successful completion of the probationary period (all benefits pro-rated).

## Role of the Projects Coordinator (Justice)

The Projects Coordinator is responsible for: (1) coordinating the delivery, monitoring and evaluation of IARS' research and policy projects on justice (2) managing the justice projects' associates, interns and volunteers (3) developing new project ideas and funding proposals.

## Key tasks and activities

### 1. Research and Policy Project Co-ordination (Justice)

- a. To develop, maintain and adhere to project plans.
- b. To adhere to project budgets and forecast expenditure.
- c. To co-ordinate and deliver research and policy projects including action research.
- d. To prepare and disseminate information in appropriate written forms (e.g. toolkits, training materials, website, policy briefings, articles, consultation responses, and mailings).

- e. To proactively and reactively respond to changes in policy and law in areas relevant to IARS and to keep up to date with relevant legislative and policy changes in justice.
  - f. To attend and speak at conferences, seminars and other events.
  - g. To assist and lead on, the planning and running of IARS events.
- 2. Volunteer/ Interns Co-ordination ([Justice projects](#))**
- a. To recruit volunteers/ interns from a range of backgrounds for IARS' justice projects.
  - b. To develop partnerships with volunteer referral sources.
  - c. To be a key contact for IARS justice project volunteers/ interns and to line manage them including supporting them in their training and skills development needs.
  - d. To carry out induction and exit interviews and record statistics, progress and any relevant paperwork as this is required by IARS and its funders.
- 3. Project Monitoring and Evaluation of [Justice projects](#)**
- a. To be familiar with IARS' monitoring and evaluation frameworks and tools and have a sound understanding of funder and contractor requirements.
  - b. To collect, collate, organise and analyse relevant project monitoring and evaluation data and feed them into (1) funders' reports for approval by the Director (2) the Director's quarterly Board report (3) team meetings.
  - c. Provide regular updates on project impact and suggest ways to improve project delivery.
- 4. Justice projects development**
- a. Together with the Director and Deputy, develop new project ideas on justice.
  - b. Work both independently and with the Director to identify funding opportunities in the area of justice such as new grants, research contracts and consultancies.
  - c. Work both independently and with the Director to develop and submit applications for funding projects on justice.
- 5. Any other reasonable duties as required by the Director.**
- 6. To undertake all duties according to IARS Employee Handbook, including but not limited to:**
- a. To participate in monthly supervisions and annual personnel reviews.
  - b. To attend and participate in internal IARS meetings including staff meetings.
  - c. To work co-operatively with other IARS staff and Board members.
  - d. To attend relevant training in order to fulfil the requirements of the job.
  - e. To co-operate in the formulation of and development of systems for monitoring and evaluating the work of IARS.
  - f. To treat with confidentiality any information about IARS members, users, staff and research that could be deemed as personal, private or sensitive.

## Person Specification: Projects Coordinator (Justice)

CRITERIA	STANDARD	ESSENTIAL/ DESIRABLE
<b>Experience</b>	2 years' experience of undertaking social sciences research, including analysing government policy initiatives and statistical data, and carrying out qualitative research methods	Essential
	Expertise in justice research and policy	Essential
	Postgraduate degree in a relevant discipline	Essential
	Experience of monitoring and evaluating projects	Essential
	Experience of producing research papers	Desirable
	1 year experience of managing volunteers and small project budgets	Desirable
	Some experience of working with senior level stakeholders	Desirable
	Experience of working with vulnerable people and hard-to-reach populations	Essential
	Experience of servicing meetings and minute taking	Desirable
	Experience of fundraising for research projects	Desirable
	Experience of using software packages for word processing, spreadsheets, databases and accounts	Essential
<b>Abilities</b>	The ability to communicate orally and in writing to a very high standard including making presentations to large and diverse audiences	Essential
	Ability to plan and organise meetings, seminars and conferences. Be self-administrative	Essential
	Ability to work effectively as part of a small team, and plan and prioritise work to meet deadlines	Essential
<b>Knowledge</b>	Detailed knowledge and understanding of justice related projects	Essential
	Knowledge and understanding of volunteering	Desirable
	Knowledge and understanding of the third-sector	Desirable
<b>Other Competencies &amp; Attitude</b>	Commitment to the values of dialogue, transparency, non-adversarial methods of conflict resolution and restorative justice	Essential
	Sympathise with the aims, ethos and organisational culture of IARS including its vision, mission and values	Essential
	Ambitious and self-driven; integrity, resilient and decisive	Essential
	Must have a critical and reflective approach to work	Essential
	Willingness to work occasional weekends and evenings and travel	Desirable