



## **ANTI-TRAFFICKING PROJECT OFFICER JOB DESCRIPTION**

The Immigrant Council of Ireland (ICI) is an independent immigrant human rights organisation. We advocate for the rights of immigrants and their families, and act as a catalyst for public debate and policy change.

**Job Title:** Anti- Trafficking Project Officer  
**Accountable to:** The Board of the Immigrant Council of Ireland  
**Managed by:** ICI Anti-Trafficking Manager

This is a 12 month, full-time role, subject to funding. 3 month probationary period applies.

### **Job objective:**

The Anti-Trafficking Project Officer is responsible for assisting the work of the Anti-Trafficking Manager and team in the implementation of the ICI's strategic plan on anti-trafficking and other gender-based violence, including prostitution. The post provides support and assistance with: the day-to-day running of the related activities, representation at national level, coordination of work linked to European projects, and support in implementing the communications strategy in the area.

### **Key areas of responsibility:**

#### **Project work**

1. Support the coordination of and liaison in relation to national and EU funded programmes of work as required; represent the ICI nationally and internationally as required in the context of various projects.
2. Keep reporting documents in relation to projects as required by the funders, in particular payment invoices, boarding passes and signed attendance sheets.
3. Support the Anti-Trafficking Manager in the production of funding submissions/proposals and reporting requirements with regard to funded projects.

#### **Coordination**

4. Coordinate meetings, seminars, launches and other events, including internal meetings in this area of work.
5. Assist in researching and producing documents/submissions/funding proposals as well as editing and proof-reading documents for external dissemination.
6. Assist in the implementation of the anti-trafficking communications and advocacy strategy; media liaison on agreed areas as required.

7. Assistance with development of training materials for public dissemination; deliver training as required.

### **General**

8. Contribute to the general work and development of the organisation i.e participate in team meetings, organisational meetings, one-to-one support and supervision etc.
9. Represent the organisation where appropriate (in agreement with the Anti-Trafficking Manager/CEO).
10. Keep accurate records and ensure that files are kept up to date and stored safely.
11. Respect the confidentiality of all information received and operate according to the philosophy of the ICI
12. The post holder will be expected to undertake any other responsibilities as required in the interest of the ICI.
13. The post holder will be expected to attend work-related meetings, to implement actions agreed at these meetings where appropriate and to work, as required, some weekends and evenings with time off in lieu.

### **Desirable skills and experience**

#### **Qualifications and education/training:**

- Relevant degree and/or experience (*applicants with equivalent professional experience will also be considered*);
- Fluent written and oral English essential, further languages – desirable;
- Research skills – desirable;
- Computer literacy, proficiency in Word, Outlook, Excel – desirable.

#### **Experience:**

- Experience in simultaneous managing of multiple agendas/projects/tasks;
- Experience in monitoring budget utilisation;
- Experience in coordination of and accounting for projects;
- Experience of working in an intercultural and multi-lingual environment;
- Experience of dealing with migrants and of immigration and human rights issues – desirable;
- Experience in working on gender-based violence – desirable.

#### **Knowledge:**

- Knowledge of issues relating to immigration, human rights and human trafficking;
- Demonstrated familiarity with the current debates on immigration/human trafficking, prostitution and demand reduction strategies;
- Understanding and commitment to the promotion of equal opportunities and cultural diversity.

**Skills and abilities:**

- Excellent interpersonal skills
- Problem solving skills
- Ability to plan and prioritise own work
- Ability to work independently
- Ability to maintain a high level of social, organisational and professional standards in job-related activities

The ICI is an equal opportunities employer.

**HOW TO APPLY**

A letter of application along with a full CV should be sent by way of email only to **[admin@immigrantcouncil.ie](mailto:admin@immigrantcouncil.ie)**

**Closing date: 5pm, Friday, 2 December 2016**