Advocacy and Research Coordinator
National Integrity Index

Location: TI Ireland's Offices in Dublin 1.

Closing Date for applications: 30 October 2020

Start Date: November 2020

Transparency International Ireland ("TI Ireland") is an independent, not-for-profit organisation dedicated to stopping corruption and promoting integrity in Irish institutions. Its vision is an Ireland that is open and fair – and where entrusted power is used in the interests of everyone. TI Ireland is a fully accredited chapter of the international coalition, Transparency International, with representation in over 100 countries

Our National Integrity Systems (NIS) assessments have been essential in identifying and sharing information on weaknesses in our legal and institutional frameworks. They have helped inform public debate and influenced Government commitments on anti-corruption legislation, lobbying regulation, party political finance as well as the Open Government Partnership.

TI Ireland is seeking an Advocacy and Research Coordinator to lead our National Integrity Index project which will measure the commitment of public bodies, semi-state bodies and private companies against three key criteria: transparency, accountability and integrity.

Building on our first National Integrity Index-Local Authorities projects, National Integrity Systems and Speak Up analysis, we are due to publish our first Private Sector study soon and begin our review of Semi-State bodies. A new Public Bodies index is also due to be published in late 2021 or early 2022.

JOB SPECIFICATION

Applications are sought from individuals with proven experience of research and project management as well as excellent written and communication skills.

The Advocacy and Research Coordinator's Overall Responsibilities

The main responsibility of the Advocacy and Research Coordinator is to help design and coordinate the National Integrity Index project. This will require the Coordinator to refine and finalise the research methodology, gather information using desk research and interviews, and analyse the data with the help of TI staff and advisors. The Coordinator will report to the TI Ireland Chief Executive.

Other responsibilities will include:

- Project planning and administration, including some event management
- The coordination and development of an online platform to publish the research (see https://www.transparency.ie/resources/national-integrity-index)
- Coordinating social and traditional media engagement around the project

- Working to build the financial sustainability of the project and TI Ireland's research programme
- Recruiting interns, volunteers and advisors to provide support to the Coordinator

PERSON SPECIFICATION

We are seeking someone who has the following attributes.

Knowledge and Experience

- Post-graduate research experience – a research MA or PhD in social sciences is considered an advantage, but not a requirement
- Experience of managing a project, particularly a start-up initiative
- Knowledge of Irish public affairs and institutions
- Experience of public speaking and/or media relations
- Working knowledge of analytical research tools and MS Office packages

Attitude, Skills and Abilities

- Excellent research skills, survey or questionnaire design experience is an advantage
- Proven management, organisational and administration skills
- Experience in producing advocacy content, both written and oral
- Ability to communicate effectively and confidently to different audiences, including internal and external stakeholders
- Evidence of interest in Irish politics and government
- An awareness of the legislative environment around protected disclosures, lobbying, and anti-money laundering is an advantage
- Engaged by the missions of Transparency International and Transparency International Ireland
- Ability to work under pressure, manage multiple tasks and meet both long- and short-term deadlines
- Demonstrable patience, perseverance, sound judgement and moral imagination
- Experience of working on one's own initiative and independently
- Ability to work as part of a small team, flexible, respectful and courteous
- Fully fluent in English, with excellent writing skills and clear writing style

Remuneration

An offer of full-time, permanent employment with TI Ireland may be offered subject to sufficient revenues having been secured to sustain the research programme and satisfactory performance during the probationary period and initial 12-month contract.

The Coordinator's working hours are flexible (based on a 37.5-hour week) with 20 days annual leave. The starting salary will be between €40,000 and €45,000 per year, depending on experience and qualifications.

Application Closing Date: 30 October 2020

Please send a CV and covering letter to admin@transparency.ie by 6pm on 30 October 2020. Please include the code ARC/2020-2 in the email subject line. It is essential that the covering letter concisely addresses (in no more than a page):

- Motivation for applying for the position; and
- Relevant experience for the role.

The CV should ideally be two pages long. CVs longer than three pages will not be considered. Experience should be presented in reverse chronological order and the names and positions of two referees should be provided. Contact details of referees are not necessary at this stage.

The National Integrity Index project is funded by the Community Foundation for Ireland