



Office and Operations Manager

Job Description

Location	First Floor, Castleriver House, 14/15 Parliament Street, Dublin 2, D02 FW60 (with options for hybrid working)
Duration	Permanent, six months' probation
Hours	Full-time, 35 hours per week
Salary range	€55,000-€60,000 depending on experience
Reporting to	Executive Director

About The Role

The Irish Council for Civil Liberties (ICCL) is Ireland's oldest independent human rights organisation. It has been at the forefront of every major rights advance in Irish society for 50 years, since 1976. ICCL helped decriminalise homosexuality, divorce and contraception. We have fought censorship and driven police reform, defending suspects' rights in dark times. In recent years, ICCL has led successful campaigns for marriage equality, data protection and reproductive rights.

We are looking for an experienced Office and Operations Manager to oversee ICCL's operational, finance and governance functions in liaison with ICCL's Executive Director. This role is an integral part of the ICCL team, working closely with the Executive Director, the entire ICCL staff team and external contractors to ensure the smooth and successful operation of the organisation, and its office and finances.

ICCL is a small organisation with a current team of eight people and usually approx. three interns per year. The work is varied and the team works collaboratively. The role would suit someone who is highly organised and self-motivated, committed to ICCL's values of human rights and equality, and can work quickly and effectively as part of a small team.

Key Responsibilities

- Lead on the management of all core administrative processes of ICCL.
- In conjunction with ICCL's Finance and Compliance Contractor and the Executive Director, coordinate the financial management of ICCL.
- Oversee the management of ICCL's office, equipment and IT resources in liaison with relevant contractors and consultants. Support colleagues as required with technical queries and issues.
- Ensure a well-maintained filing system and optimum support for ICCL staff.
- Maintain staff records and provide administrative support to the human resources management of ICCL. Onboard all new staff and volunteers in ICCL's operational and organisational policies and procedures.
- In conjunction with the Board and the Executive Director maintain the ICCL staff handbook and organisational policies and procedures.
- Make travel and accommodation arrangements for ICCL staff and ICCL network partners as necessary.
- Develop and monitor ICCL's organisational budget, feed into the development of budgets for funding grant/submissions and prepare financial reports for funders.
- In conjunction with the Executive Director administer ICCL bank accounts and processing of payments and receipts.
- Support the completion of the annual company audit (and other audits that may arise to fulfil funder requirements) in liaison with ICCL's Finance and Compliance Contractor and appointed auditor.
- Provide secretarial support to the ICCL Board of Directors, its sub-committees, and other governance structures, including the coordination of regular Board of Directors meetings and Annual General Meetings.
- Oversee ICCL's compliance with all relevant regulatory obligations including under the Companies Acts, the Lobbying Act, the Electoral Act and the Charities Act.
- Manage ICCL's CRM and support the organisation's engagement with members, donors and supporters, in conjunction with the Head of Communications and Development.
- Co-ordinate team responses to queries from the public.
- Support the wider staff team in delivering ICCL conferences, seminars and other public meetings with the purpose of ensuring professional and successful events.
- Undertake any duties consistent with the post as may be reasonably requested by the Executive Director and/or Board of Directors.

What We Are Looking For

ICCL offers a dynamic and flexible working environment and the chance to use your skills and knowledge to make a genuine difference. Applicants will be assessed against the following requirements and are encouraged to use their applications to provide examples of how they meet these criteria.

Essential Requirements

- 5+ years of experience in an operations, finance, governance/secretarial role.
- Strong budget management, financial reporting and bookkeeping experience.
- Experience providing secretarial support to Board of Directors and/or senior leadership teams.
- Experience with bookkeeping and accounts software.
- Experience using Customer Relationship Management (CRM) systems.
- Excellent organisational, analytical and communication skills.
- Strong computer literacy skills to support an office and remote working.
- Excellent problem-solving skills and ability to manage competing priorities.

Desirable Requirements

- Qualification in accountancy, business administration or bookkeeping.
- A good familiarity with legislation in the areas of employment, equality and diversity, and data protection.
- Proven IT skills, notable ability to quickly adapt to new IT systems and troubleshoot basic IT problems.
- Commitment to the values of ICCL.

Further Information

ICCL provides equal opportunities to all employees and applicants for employment in relation to access to employment, conditions of employment, training or experience for or in relation to employment, promotion or re-grading or classification of job, and in other employment decisions without discrimination on grounds of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community.

ICCL welcomes applications from people with disabilities, those who belong to minoritised or over-policed communities or areas, and those who have been affected by social and structural injustice. We also recognise that some applicants from these backgrounds may face barriers to accessing or progressing in our sector. If you meet some, but not all, of the job requirements and come from a less privileged background, we encourage you to apply.

This role requires applicants to have the right to work in Ireland.

Application Process

Please submit an up-to-date CV and a cover letter to info@iccl.ie by **2pm on Friday 2 October 2026**. Please include 'ICCL Office and Operations Manager – Application' in the subject line of the email. Interviews will take place on Thursday 8 October or Tuesday 13 October.