

### JOB DESCRIPTION FOR THE POSITION OF

### CENTRE FOR ENVIRONMENTAL JUSTICE MANAGER (FIXED TERM CONTRACT)

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| Job Title | Centre for Environmental Justice Manager |
| Employer | Community Law & Mediation (CLM) |
| Reports to | The direct line report is currently to the CEO of CLM. |
| Salary | Details available on request |
| Hours | 26 hours per week, as follows:   * 9.30 am -5 pm, 4 days per week   CLM is open to flexibility on how these hours are worked.  An increase in hours may be possible if further funding is obtained. |
| Duration of Contract | Fixed term for 24 months, subject to the successful completion of a 6 month probation period.  It is hoped to secure sufficient funding to enable the role to be long term. |
| Start Date | Immediate |
| Location | CLM Offices, Northside Civic Centre, Bunratty rd, Coolock, Dublin 17. Some travel may be required.  CLM is flexible in relation to remote working. |
| Application Deadline | 5pm, Monday 7th June 2021 |
| Proposed Interview Date | Week commencing 14th June 2020 |

### Background to CLM and the Centre for Environmental Justice

Community Law & Mediation (CLM) is a community based, independent law centre providing services nationwide and operating in two locations: Dublin and Limerick. It was founded in 1975 and assists more than 4,000 people annually through its services, which include free legal advice and representation; information and education; and mediation and conflict coaching. CLM also campaigns for law reform, and for the safeguarding of rights already enshrined in law.

# In recent years, CLM has seen how closely intertwined our climate and our changing environment are with the issues experienced by communities experiencing disadvantage and social exclusion, including energy poverty, housing, employment and health. CLM’s law centres in Dublin and Limerick are already working with communities who have been affected by issues linked to environmental justice, including flooding, health concerns related to poor air quality, and poor housing conditions.

CLM identified an unmet legal and educational need in this area and set up the Centre for Environmental Justice, formally launched by Mary Robinson on 11 February 2021. The Centre is the first of its kind in Ireland and the objective of the Centre is to empower communities experiencing disadvantage on environmental justice issues.

Environmental Justice ensures that marginalised groups are not disproportionately impacted by climate change or other environmental harms, and that environmental measures and climate action protect and build equality and social justice.

The Centre provides legal information and advice on individual and community queries through a monthly legal advice clinic as well as training and information resources to advance and address environmental concerns and increase participation on environmental issues. The Centre is also engaged in law reform and policy work.

For further information, please visit our website at <https://communitylawandmediation.ie/services/legal/centre-for-environmental-justice/>

## The Role of Centre for Environmental Justice Manager

This is a unique and exciting opportunity to work towards ensuring that climate change and other environmental issues are addressed whilst also making progress towards equality and the protection and realisation of human rights.

The successful candidate will play a critical role in the development and implementation of a strategy of work for the Centre*.* (S)he will manage a small team and will be supported by the wider CLM team, including the CEO and Management Team.

### Key Responsibilities

* Strategy
  + Work with CLM’s CEO in relation to the strategic development and growth of the Centre for Environmental Justice
  + As a member of CLM’s management team, contribute to the strategic development and review the overall performance of CLM
* Management of Centre for Environmental Justice (CEJ)
  + Support and supervise the CEJ team, which currently includes a part time legal advisor, volunteers and interns
  + Assist in the identification of and application for relevant and suitable funding, and adhere to funder requirements in relation to outputs and reporting
* Communication & Stakeholder Engagement
  + Work with CLM’s CEO and Communication & Policy Manager to develop the CEJ’s profile with key stakeholders
  + Liaise with stakeholders regarding the promotion and development of the area of environmental justice and the achievement of the CEJ goals and objectives
  + Work with CLM’s Communication & Policy Manager to develop a communication strategy for the CEJ
* Community Engagement
  + Liaise and collaborate with organisations in the social inclusion, environmental and equality sectors in relation to a programme of community engagement on environmental justice issues
  + Develop and deliver capacity building training for organisations in the social inclusion, environmental and equality sectors in relation to environmental justice
  + Develop accessible information resources for the community on environmental justice issues
* Policy & Law Reform
  + Keep abreast of the policy context in which the Centre operates and the processes it seeks to inform and influence
  + Prepare and develop policy & law reform submissions on environmental justice issues
  + Engage with key stakeholders in the area of policy & law reform
  + Advocate and lobby on environmental justice issues with key decision makers
* Such other tasks as may be necessary to assist with the work of CLM.

### Person Specification

Essential

* 3 years + experience in the social justice and/or environmental sectors;
* Understanding of current landscape and key players in the area of environmental justice;
* Experience in the area of policy & law reform;
* Experience in developing and delivering training;
* Excellent interpersonal and networking skills and proven ability to engage stakeholders;
* Excellent verbal and written communication and presentation skills;
* Third level qualification to degree level;
* Demonstrated ability to think strategically and to identify opportunities;
* Strong organizational & project coordination skills and ability to meet targets and work to deadlines;
* Responsive and adaptive to a dynamic work environment.

Desirable

* Experience in a management role;
* Experience in media engagement;
* Masters in relevant area;
* Third level qualification or experience of working in law.

## Application

Please email completed application form and CV, as one document, to Rose Wall at [rwall@communitylawandmediation.ie](mailto:rwall@communitylawandmediation.ie).

The closing date for receipt of applications is **5pm, Monday 7th June 2021.** Interviews will be held on the week commencing the **14th June 2021**

To view CLM’s fair processing notice, please click [here.](http://communitylawandmediation.ie/wp-content/uploads/2020/08/FAIR-PROCESSING-NOTICE-for-Job-Applicants.pdf)

Community Law & Mediation is an equal opportunities employer.