



Migrant Rights Centre Ireland

#JOB-2431819

MIGRANT INFO CTR LIMITED, 13 Dorset St
Lwr, Dublin 1, D01 Y893

No of positions : 1

Paid Position

39 hours per week

57000.00-62000.00 Euro Annually

30/01/2026

27/02/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : hr@mrci.ie



Open your camera
app & point here
to view this ad
online



Information and Support Centre Manager

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Role Summary: Reporting to the Director the Information and Support Centre Manager will be responsible for managing the centre on a day-to-day basis and leading and coordinating MRCI's casework with migrant workers and their families.

Key Duties and Responsibilities

Manage and coordinate the provision of information and support to migrant workers through MRCI's Information and Support Centre.

Coordinate and develop MRCI's Case Management System and produce regular reports.

Ensure funder requirements are met in the delivery of this work and create and provide timely reports to funders.

Manage an effective internal and external referral system.

Document trends and issues in the Information and Support Centre to develop advocacy strategies to feed into policy development.

Support and supervise a team of 3-4 caseworkers.

Provide casework support directly to migrant workers and their families.

Provide training and supports externally to relevant organisations and internally to project teams and action groups.

Represent the MRCI at events and on relevant structures and engage effectively with a variety of stakeholders.

Participate as a part of MRCI's senior management team and contribute to organisational development.

Person specifications

Essential:

A relevant third level degree or equivalent qualification.

Minimum 5 years relevant experience.

Demonstrated experience in casework, advocacy and support.

Proven experience in a management, coordination or supervision role.

Demonstrated understanding of immigration and employment law and policy

Proven ability to build and maintain relationships with stakeholders, policymakers, media and partner organisations.

Ability to think strategically and problem solve.

Ability to work in a diverse, multilingual and intercultural context.

Strong written and verbal communication skills.

Strong commitment to tackling injustice, anti-racism and advancing migrant worker rights.

Desirable

Familiarity with government policies, legislative processes and advocacy methods relevant to migrant rights in Ireland and the EU.

Knowledge of Ireland's immigration and employment permit systems and anti-trafficking legislation.

Demonstrated experience in researching, writing, and reporting on successful funding applications.

Experience in campaigns, organising and/or community work.

Salary and Benefits

Salary guideline for this role is €57,000 – €62,000 based on experience

Full time 5 days, 35 hours per week with some flexibility on working hours

Office based role with an option to work from home on Friday

25 days annual leave

A diverse working environment with flexible and supportive working arrangements

Pension contribution of 5% of salary to a PRSA

Employee Assistance Programme to support staff well-being and personal development

- **Sector:** other service activities

Career Level

- Managerial