



JOB DETAILS

Title:	Property Manager – Migration
Location:	Dublin 2 (hybrid working, 3 days in office)
Duration:	Two Years, Fixed Term Contract
Salary band:	Programme Manager €55,000 to €65,000 ¹
Reporting to:	Head of International & Migration

BACKGROUND INFORMATION

The Irish Red Cross Society (IRC) is part of the world's largest independent humanitarian network, the International Red Cross and Red Crescent Movement. The IRC is committed to and bound by its Fundamental Principles of Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality. The vision of the Irish Red Cross is to be a leading humanitarian organisation, providing impartial services and support to vulnerable communities both at home and abroad. Our mission is to identify and deliver humanitarian assistance to those who are most in need.

Migration is a priority focus for the Red Cross and Red Crescent Movement internationally as well as for the IRC in Ireland. Ireland, along with other countries, has experienced considerably more inward migration in recent years from people in need of protection and, as a result, is challenged to respond with appropriate supports for all affected. The IRC has worked on migration for several years and is considered a key actor in responding to the humanitarian needs of refugees/migrants seeking protection and a future in Ireland, with programming in the areas of resettlement and responding to the Ukraine crisis, among others.

SUMMARY OF ROLE

The role is responsible for leading the organisation's approach to receiving, and maximising, the offers of accommodation ('pledged accommodation') and managing all available property. The role will ensure that supports are in place for home-owners (who pledge accommodation), and that pledged accommodation is assessed and made available for utilisation (by the Accommodation programme team).

¹ This role is assigned to the Job Family of: Programme Manager. The Irish Red Cross has 6 Job Families: Secretary General; Senior Manager; Programme/Project Manager; Coordinator; Development & Admin; Administration.



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The role will be responsible for the day-to-day provision of all Housing functions for the department, ensuring compliance with relevant housing regulations and engagement with relevant authorities as appropriate.

The role will work closely with the 'Programme Manager – Accommodation' and their team, who leads the work of matching and placing clients into the available accommodation.

ROLE RESPONSIBILITIES

Planning and Strategy

- Develop and lead the organisation's approach to securing and maintaining 'pledged' accommodation.
- Lead a results-based approach to ensuring a continuous supply of accommodation, suitable for the needs of the wider programme.
- Ensure there is an efficient and robust organisational approach, which is in accordance with relevant regulations and best practice, to assessing property (pledged and other) for their suitability for the accommodation programme.
- Ensure engagement with property owners and others is of the highest standard, delivers value for money and that there are strong contractual arrangements in place.
- Advise and lead the organisation's longer-term approach, including engagement with relevant national policies, on maximising use of property for accommodation.

Knowledge and Advice

- Ensure the programme has a strong understanding of Housing Standards and Regulations in Ireland, and with Local Authority Housing Grants, Housing Assistance Payment scheme, along with other supports and processes.
- Ensure adherence to relevant Landlord/Tenancy regulation, regulations relevant Beneficiaries of Temporary Protections (BOTPs), along with other regulations.
- Maintain a knowledge of social housing, social inclusion and local authority processes and procedures;
- Maintain an understanding of the current public policy environment within the Housing sector in Ireland, key housing issues and how these might affect our work;
- Support and facilitate information awareness sessions for programme beneficiaries, in line with programme objectives;

Onboarding of accommodation pledges

- Manage all required Property Assessments and Reporting, including Inspections, in line with relevant standards, which are undertaken by pro-bono or other means;
- Oversee the provision of small-scale repairs which are supported to bring pledged accommodations onboard;
- Supervise staff who support onboarding of property pledges, home repairs and maintaining records;
- Ensure that proper agreements and/or licences for accommodations and/or other IRC properties are in place and are meeting compliance requirements;



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- Maintain the register of all IRC properties
- Support programme colleagues with ensuring pledged accommodation is made available as efficiently as possible, while adhering to relevant standards;
- Oversee the maintenance of records for all accommodations utilised and, in collaboration with colleagues, provide detailed reporting for management;

Relationships and Portfolio Management

- Develop relationships with property owners to develop sustainable housing options appropriate for the programme;
- Engage with owners of properties with whom IRC already engages to ensure there is proper relationship management;
- Support management of existing IRC housing properties to ensure they are effectively managed and compliant;

Organisationally

- Work actively towards the achievement of the Irish Red Cross Migration Department goals;
- Abide by and uphold the Principles of the Irish Red Cross and the International Red Cross Red Crescent Movement;
- Undertake any other reasonable work-related duties and responsibilities assigned by line management that are consistent with the nature of the job and level of responsibility.

ROLE REQUIREMENTS

Essential Criteria

- Third level qualification in Property Management, Housing or Estate Agency, or a buildings professional (structural engineer, architect, or quantity surveyor)
- At least five years of experience working the Irish Social Housing Sector, general Housing & Property Management and Residential Tenancies Acts
- Demonstrated experience of being self-motivated and an ability to work with minimal supervision
- Experience of working in the social and voluntary housing sector and/or associated experience
- Experience in dealing with Irish Local Authority frameworks and key statutory authorities.
- Experience of organising property assessments in line with relevant procedures and regulations
- Full clean driving licence and access to own transport

Desirable Criteria

- Experience working with the migration sector



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- Experience working in complex community and stakeholder environments.
- Familiarity with the International Red Cross Red Crescent Movement and the Fundamental Principles.
- Proven experience of the private rented sector in Ireland and assessing housing supports
- Experience of dealing with contractors in respect of repairs, maintenance and refits.

FURTHER INFORMATION

The Irish Red Cross offers the following benefits in addition to salary

- A 5% employers' contribution to a company contributory pension scheme
- Closure of the office on Good Friday, plus two additional 'privilege days' to be used at Easter and Christmas respectively.
- Death in Service benefit of four times salary
- Flexible working hours, including opportunities for hybrid working.
- Further education, training and learning supports
- Professional subscriptions (as applicable)
- Travel (bike-to-work schemes/tax saver commuter tickets)

The Irish Red Cross is an equal opportunities employer. We value diversity and aspire to reflect this in our workforce. We welcome applications for people from all sections of the community, irrespective of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community. This role requires applicants to have the right to work in Ireland.

APPLICATION PROCESS

To apply for this role, please forward a copy of your CV, together with a cover letter setting out how you meet the essential and desirable criteria for this role to: jobs@redcross.ie

Your email should contain "Programme Manager - Property" in the subject line. Applications should be in .pdf or MS Word format, and with file names in the following format: **<Surname>, <First name> - CV and <Surname>, <First name> - Cover Letter**

The closing date for applications for this role is **6pm 25 November 2025**

Shortlisting for interview will be on the basis of the essential and desirable criteria for this role.