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**Advocacy & Policy Officer Job Description**

Polio Survivors Ireland wishes to recruit a part time Advocacy & Policy Officer (18 ½ Hours per week). **This is a two year fixed term position.** Polio Survivors Ireland operates a hybrid working schedule with staff working in the office and from home on a rotating basis.

Policy development and advocacy on behalf of people affected by polio is a key strategic priority for the organisation. Many of the issues confronting polio survivors relate to public policy, statutory services and social welfare benefits. Working in collaboration with other organisations, the Advocacy & Policy Officer will develop policy proposals and advocate and campaign with the staff team on key issues affecting the quality of life of polio survivors.

**Salary**

€22,000 per annum for 18 ½ hours, plus pension contribution of 7% following successful completion of probationary period

**Reporting**

Reports to the CEO of Polio Survivors Ireland

**Key Responsibilities**

* To build knowledge of policy issues & legislation concerning people with disabilities & the disability landscape in Ireland
* Analyse the implications for polio survivors of public policy & current & proposed legislation
* Conduct research & gather data from polio survivors, their families & clinicians on the issues affecting the quality of life & independence of polio survivors
* Collaborate with other disability, older person, migrant organisations & other relevant voluntary organisations
* Organise meetings and seminars to discuss policy issues concerning polio survivors
* Develop & submit policy submissions to the CEO & Board of Polio Survivors Ireland for approval
* Advocate to Government Departments, Statutory agencies and elected representatives on policy and service changes needed to improve the quality of life & independence of polio survivors
* Collaborate with the staff team on campaigns seeking improvements in services & supports for polio survivors
* Prepare monthly reports to the CEO on advocacy & policy work, and as required by the Board of Polio Survivors Ireland

Please note this is not an exhaustive list. The post holder will be expected to be comfortable multi-tasking, be flexible in their duties and undertake all other tasks assigned to them by the CEO and the Board.

**Person Specification**

Essential

|  |  |  |
| --- | --- | --- |
| * Educated to degree level in social sciences, social policy, politics, equality studies, human rights or other relevant disciplines | **AND/**  **OR** | * 3 years’ experience of advocating for public policy change in Ireland |
| * An understanding of current policy issues affecting the disability sector in Ireland | **AND**/  **OR** | * Experience of public policy analysis & its implications |
| Experience of conducting research | **AND**/  **OR** | Experience of consulting with people on policy or political issues |

* Strong communications & presentational skills
* Excellent English writing & literacy skills & experience of drafting and publishing reports & policy papers
* Competent in use of MS Office, social media & Zoom
* Good inter-personal & networking skills
* Self-motivated & able to work on own initiative

Advantageous

* Experience of organising meetings, seminars & events
* Lived experience of a disability
* Experience of working with people with a disability and/or older people
* Experience of working in a voluntary organisation

**To Apply**

Please download the application form from [here](https://polio.ie/site/wp-content/uploads/2023/03/Advocacy-Policy-Office-Application-Form-2023.docx), complete it and submit it with your CV to [ceo@polio.ie](mailto:ceo@polio.ie) **no later than Friday 24th March.**

**This position is funded by the Dept. of Rural & Community Development under the Scheme to Support National Organisations**

**Polio Survivors Ireland is an equal opportunities employer**

 