



Advocacy & Policy Officer Job Description

Polio Survivors Ireland wishes to recruit a part time Advocacy & Policy Officer (18 ½ Hours per week) who will be based in our office in Dublin. **This is a 30 month fixed term position.** 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 are outside the control of the organisation and relate to public policy, statutory services and social welfare benefits. Working in collaboration with other organisations, the Advocacy & Policy Officer will undertake research on key issues affecting the quality of life of survivors, develop policy proposals and advocate and campaign with the Board and other staff for changes to public policy and improved State supports. Attendance in the office two days a week is a requirement for this role.

Salary

€22,000 per annum for 18 ½ hours, plus pension contribution of 7% from 2nd Quarter, 2023

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
- Conduct research & gather data from polio survivors, their families & clinicians on the issues affecting the quality of life & independence of polio survivors
- Liaise & collaborate with other disability, older person & migrant organisations & other relevant voluntary organisations
- Develop & submit policy submissions to the CEO & Board of Polio Survivors Ireland for approval
- Organise meetings and seminars to discuss policy issues concerning polio survivors
- Represent the organisation & the interests of its membership at various fora & events both voluntary & statutory
- Advocate to Government Departments and Statutory agencies on policy and service changes needed to improve the quality of life & independence of polio survivors
- Provide information & data on polio survivors' needs & circumstances to the Communications & Development Officer (CDO)
- In collaboration with the CDO, launch & support campaigns seeking improvements in services & supports for polio survivors
- To forge & maintain relationships with key stakeholders including elected representatives, Government departments, statutory bodies & academia
- Participate in joint campaigns & initiatives on common disability & voluntary sector issues with other organisations

- 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, humanities, social policy or other relevant discipline
- A minimum of 2 years' experience of working in a policy and advocacy role
- Experience of undertaking research
- Strong communications & presentational skills
- Excellent 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

- An understanding of current policy issues affecting the disability sector
- Experience of influencing policy makers
- 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 [here](#) complete it and submit it with your CV to ceo@polio.ie no later than **Sunday 18th December, 2022**

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



Rialtas na hÉireann
Government of Ireland

The Scheme to Support National Organisations is funded by the Government of Ireland through the Department of Rural and Community Development.