

Advocacy & Policy Officer – Job Description

Do you want to contribute to supporting polio survivors in Ireland achieve enhanced rights and better services? If so, Polio Survivors Ireland, is building on the organisation's existing advocacy and policy work is recruiting an Advocacy & Policy Officer. This role will advance and further develop a well-established programme of engagement, research, and representation of polio survivor's interests.

The role operates within the framework of the organisation's **2024–2029 Strategic Plan**, supporting the ongoing delivery and expansion of agreed advocacy priorities, strengthening influence on policy, and enhancing outcomes for polio survivors across Ireland.

This is a hybrid working part-time position of 18.5 Hours and offers a salary of €23,000.

Key Responsibilities

- Develop and maintain an in-depth knowledge of relevant policy, legislation, and the broader disability policy landscape in Ireland, particularly as it relates to people living with the long-term effects of polio
 - Analyse and assess the ongoing and emerging implications of public policy, legislation, and service developments for polio survivors
 - Build on existing research approaches by gathering and analysing data from polio survivors, their families, clinicians, and other stakeholders on issues affecting health, independence, and quality of life
 - Maintain and strengthen established collaborative relationships with disability organisations, older persons groups, migrant organisations, and other relevant voluntary and statutory bodies
 - Continue the organisation's programme of meetings, consultations, and seminars on key policy and advocacy issues affecting polio survivors
 - Prepare, develop, and submit policy papers and submissions for review and approval by the CEO and Board of Polio Survivors Ireland
 - Participate in ongoing advocacy engagement with Government Departments, statutory agencies, and elected representatives to progress agreed policy and service improvements
 - Work collaboratively with the wider staff team to support and deliver ongoing campaigns aimed at improving services, supports, and recognition for polio survivors
 - Prepare regular (monthly) written reports for the CEO on advocacy and policy activity, and provide additional reports to the Board as required
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Essential Criteria

Education and Experience

- Relevant third-level qualification in public policy, social policy, social sciences, disability studies, law, community development, political science, or a related discipline.
- A minimum of two year's experience in advocacy, policy development, public affairs, research, campaigning, community development, or a related field.
- Experience of preparing reports, policy submissions, briefing papers, consultation responses, or research documents.
- Experience of engaging with a broad range of stakeholders, including statutory agencies, public bodies, community organisations, and members / service users.

Knowledge

- Knowledge of the Irish public policy environment and decision-making processes.
- Understanding of disability rights, equality, inclusion, and human rights issues.
- Awareness of issues affecting people with disabilities, older persons, and individuals with long-term health conditions.

Skills and Competencies

- Excellent written and verbal communication skills in English, with the ability to communicate effectively with a wide range of audiences.
- Strong research, analytical, and report-writing skills.
- Ability to interpret legislation, policy documents, consultation papers, and research findings.
- Excellent organisational and time-management skills, with the ability to manage multiple priorities and meet deadlines.
- Strong interpersonal and relationship-building skills.
- Proficiency in Microsoft Office applications, including Word, Excel, Outlook, and PowerPoint.

Location and Eligibility

- Candidates should be based in Ireland and be eligible to live and work in Ireland.
- Ability to attend meetings, events, and stakeholder engagements across Ireland as required.

Personal Qualities

- Commitment to the mission and values of Polio Survivors Ireland.
- Ability to work independently while also contributing effectively as part of a small team.
- Initiative, flexibility, and a proactive approach to problem-solving.
- High levels of professionalism, integrity, and discretion.

Desirable Criteria

- Experience working within the disability, health, voluntary, community, or not-for-profit sector.
- Knowledge of the Rights of Persons with Disabilities.
- Experience of advocacy campaigns and public affairs engagement.
- Experience of conducting stakeholder consultations, surveys, or qualitative research.
- Familiarity with the challenges faced by polio survivors or people living with long-term neurological or physical health conditions.
- Full clean driving licence and access to transport.

Equality Statement

Polio Survivors Ireland is an equal opportunities employer. We welcome applications from all suitably qualified candidates and are committed to creating an inclusive and accessible recruitment process for all applicants.

To apply:

Please forward your CV and Cover Letter for the attention of **Nicola Fogarty, CEO** to the email address: ceo@polio.ie or by post to **Polio Survivors Ireland CLG, Coleraine House, Coleraine Street, Dublin D07 E8XF**, by 1pm Friday the 2nd of October 2026.

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

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Rialtas na hÉireann
Government of Ireland

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