

**Job Title:** Policy and Research Officer

**Job Purpose:** The Policy and Research Officer is a new position in the Legal and Policy team. The Policy and Research Officer will monitor, develop and advocate for Alliance positions that will further the objectives of the Strategic Plan.

**Research and Policy Activities**

- Prepare research documents, policy submissions and consultation-based submissions that analyse and highlight gaps in the protection of children's rights together with identifying recommendations/solutions to close those gaps.
- Assess the implications of relevant economic and social trends and changes in policy and advise the Alliance on areas of policy and practice where children's rights need to be strengthened.
- Support the Alliance to understand and respond appropriately to the implications of public policy impacting on children and young people.
- Support the preparation of submissions to relevant bodies on policy positions.
- Organise, support and manage consultations with members on key policy issues and submissions.
- Organise, support and manage relevant member events.
- Identify strategic priorities for national budget and public policy development.
- Develop and maintain relationships with policy makers and influencers.

**Communications, Advocacy and Representation**

- At the request of the Chief Executive and/or the Head of Legal, Policy and Public Affairs, represent and promote Alliance positions at national and international fora.
- At the request of the Chief Executive and/or Head of Legal, Policy and Public Affairs, liaise with key decision makers, statutory, voluntary bodies, international organisations, practitioners, academia, other NGOs and members.

**Project Management**

- Manage policy projects for the Alliance in accordance with best project management practice, within budget and in accordance with agreed timelines.
- Actively contribute to strategic planning, work planning, budgetary and evaluation activities.

**Organisational Development**

- As a member of the Legal and Policy Team, assist in the development and implementation of organisational policies and plans.
- Assist the Head of Legal, Policy and Public Affairs to prepare reports for the Alliance Board, funders and donors.

**Other**

- Act in accordance with the objectives and ethos of the Alliance.
- Undertake other duties as may be reasonably required from time-to-time.

**Experience and Knowledge:***Essential*

- Experience of researching and preparing research documents and reports as well as drafting policy and consultation submissions.
- Ability to demonstrate strong research, analytical and writing skills, including accessing information quickly and strategically.
- Excellent knowledge of the Irish political systems, as well as the policy environment.

*Desirable*

- Demonstrated understanding of human rights and their application to Ireland, in particular children's rights.
- Knowledge of legislation, policies, practice and services affecting children in Ireland.

**Skills and Special Aptitudes:***Essential*

- Excellent research, analytical and critical evaluation skills.
- Excellent communication skills, in particular, report writing and presentation skills.
- Excellent organisational skills and ability to manage a complex workload.
- Excellent interpersonal skills, with particular reference to working with a wide range of stakeholders.
- Ability to work to tight deadlines.
- Ability to work well within a small dynamic team.
- Standard office ICT skills.

**Location:** The usual place of work will be the office based at 7 Red Cow Lane, Smithfield, Dublin 7 but in line with current government restrictions due to the Covid-19 pandemic the successful applicant will be expected to work remotely until the office reopens. The Alliance will ensure that the Policy, Research and Advocacy Officer is provided with the relevant tools to work remotely in compliance with health and safety legislation.

**Reporting to:** Head of Legal, Policy and Public Affairs

**Terms:** This is a full-time role for nine months with a six month probationary period. This may be extended.