

Job Title: Social Policy Analyst (part-time)

Job purpose: The Social Policy Analyst is a new position in the Legal and Policy Team. The Social Policy Analyst will monitor, develop and advocate for Alliance positions that will further the objectives of the Strategic Plan.

Policy Development and Analysis

- Develop evidence-based proposals for changes in public policy that will impact positively on children particularly in the area of early years, children's services, child poverty and food poverty;
- Prepare policy, consultation-based submissions and research documents;
- Support the implementation of the National Policy Framework for Children and Young People (2014-2020) including the work of initiatives and sub committees that are established under the National Advisory Council for Children and Young People;
- Assess the implications of relevant economic and social trends, legislation and policy and advise the Alliance on areas of law, 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 and the latest developments on relevant issues;
- Advise the Alliance on potential opportunities to positively impact on and influence the realisation of children's rights in Ireland;
- Identify strategic priorities for national budget and public policy development;
- Develop and maintain relationships with policy makers and influencers;
- Support the Alliance to lead and shape the public debate regarding policy on children and their families and other policies, using a wide range of policy tools;
- Monitor international developments at United Nations (UN), European Union (EU), Council of Europe (COE) level together with domestic developments in children's rights; and
- Take part in advocacy and public affairs activities to promote Alliance legal and policy positions aimed at implementing the UN Convention on the Rights of the Child in Ireland.

Communications, Advocacy and Representation

- Identify opportunities for the Alliance to advocate its positions and to comment publicly in the media and in social media;
- At the request of the Chief Executive and/or Head of Legal, Policy and Public Affairs represent and promote Alliance positions at national and international fora; and
- At the request of the Chief Executive and/or the Head of Legal, Policy and Public Affairs liaise with key decision makers, statutory, voluntary bodies, international organisations, practitioners, academia, other NGOs and members

Other

- Act in accordance with the objectives and ethos of the Alliance.

- Participate in regular supervision with your line manager.
- Participate in team and staff meetings, service reviews/evaluations and contribute to the development of policy and practice within the organisation.
- Report any area of concern to your line manager in a timely manner.
- Show reasonable flexibility in relation to hours of work of attendance to meet the needs of the work. Work during unsocial hours may be required.
- Participate in and engage with a performance management programme.
- Identify training needs with your line manager and participate in training opportunities appropriate to the role.
- Be vigilant to any health and safety risks, data protection of child protection risks in the workplace and bring any concerns to designated officers and/or your line-manager.
- Participate in the efficient flow of information within the organisation by sharing and seeking information as appropriate.
- Participate in Strategic Planning, Work Planning, Budgetary and Evaluation Activities.
- Assist the Alliance to complete evaluation reports, board reports and reports for funders.
- Undertake other duties as may be reasonably required from time-to-time.

Experience and Knowledge:

- Experience of researching and preparing research documents and reports as well as drafting legal, legislative, policy and consultation submissions;
- Excellent knowledge of the Irish legal and political systems, as well as the policy environment relating to children.
- Ability to demonstrate strong research, data analysis, analytical and writing skills, including accessing information quickly and strategically; and
- Understanding of human rights and their application in Ireland.

Skills and Special Aptitudes:

- Good political awareness, ability to identify opportunities to influence and strong influencing skills
- 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 and varied workload;
- Excellent interpersonal skills, with particular reference to working with a wide range of stakeholders;
- Ability to work on own initiative and to tight deadlines;
- Ability to work well independently as well as in a small, dynamic team; and
- Standard office ICT skills.

Location: 7 Red Cow Lane, Smithfield, Dublin 7

Reporting to: Head of Legal, Policy and Public Affairs

Terms: This is a part-time role (2.5 days per week) for two years with a six-month probationary period. The salary for this role is negotiable.