

ROLE DESCRIPTION

Advocacy, Policy and Member Engagement Officer

Reporting to: CEO

Location: Dublin (hybrid flexibility) Occasional travel required

Hours: .6 WTE (3 days per week)

Salary: €45,000 to €48,000 depending on experience

Contract: 2 year fixed term, subject to funding

About the Neurological Alliance of Ireland

The Neurological Alliance of Ireland (NAI) brings together nearly 40 non-profit organisations to advocate for the rights of the over 860,000 people throughout Ireland living with a neurological condition. Neurological conditions affect the brain and spinal cord and are the leading cause of disability worldwide. Founded in 2003, NAI advocates for the development of quality services for people living with neurological conditions. Our campaigns are rooted in the lived experience of our members and the individuals and families with whom they work. We provide a united and expert voice on neurological care through advocacy, policy development and awareness-raising. Further information is available at www.nai.ie.

Role Overview

This is a unique opportunity to support NAI's advocacy programme, as the representative umbrella organisation that collectively advocates with and for all people experiencing neurological conditions.

As Advocacy, Policy and Member Engagement Officer you will play a key role in designing and delivering effective evidence based advocacy campaigns, in developing and expanding NAI's response to public policy as it relates to the needs of people with neurological conditions and their families and supporting and strengthening NAI's engagement with stakeholders, including lived experience, patient organisations, policymakers, Government Departments and agencies, members of the Houses of the Oireachtas, and other relevant stakeholders.

To excel in this role, you will need excellent interpersonal and communication abilities to engage effectively with a wide range of stakeholders including across lived experience, statutory and voluntary service providers, policy makers, clinicians and public representatives. A solid understanding and interest in government affairs will be crucial.

Key Responsibilities

- Contribute to the development of an effective strategic approach to advocacy within the organisation, ensuring focused and prioritised engagement in key areas to achieve impact.
- Develop and expand NAI's response to public policy as it relates to the needs of people with neurological conditions and their families, by identifying opportunities for active engagement and representation, and through the preparation of briefings, position papers, reports, submissions and other publications.
- Monitor and analyse relevant legislative, policy and budgetary developments (including Oireachtas business, public consultations and pre-legislative scrutiny) and prepare relevant responses.
- Support the design and delivery of effective national advocacy campaigns with clear goals and indicators for measurable impact.
- Ensure NAI's policy work is informed by up-to-date, relevant research and the best available evidence base, including information and insights gathered from member organisations and people with lived experience.
- Represent NAI at relevant external forums, working groups and committees.
- Engage people with lived experience in the development and delivery of NAI's advocacy messaging, activities and representation.
- Strengthen member engagement in projects, events, campaigns and other key NAI activities
- Support NAI's engagement with external stakeholders, including policymakers, Government Departments and agencies, members of the Houses of the Oireachtas, and other relevant stakeholders.
- Support the effective delivery of advocacy campaigns through the development of appropriate messaging and content.

General Responsibilities

- Demonstrate a commitment to the work of the Neurological Alliance of Ireland and carry out the work of the organisation in an efficient and effective manner
- Adhere to NAI's operational policies and procedures
- Carry out role related administrative duties as required and undertake any other duties that may be reasonably assigned by your manager
- Contribute to NAI's annual work plan, annual reports and other updates as required.
- Maintain accurate records of policy and advocacy activity, member engagement and stakeholder contacts.
- Participate in team meetings, supervision, training and NAI's performance management processes.

Person Specification

Essential – Education, Knowledge and Experience

- A primary degree in a relevant discipline (e.g. public policy, social science, law, political science, disability studies or a related field).
- A minimum of three years' relevant experience in advocacy, public policy, public/government affairs or a comparable role, ideally within the health, disability, or community and voluntary sector.
- A good working knowledge of Irish Government structures, the Houses of the Oireachtas, and mechanisms for policy engagement
- A strong interest in, and understanding of, health and disability policy in Ireland

- Demonstrated experience of engaging with a broad stakeholder base, including people with lived experience, patient/member organisations, policymakers and public representatives.

Essential Skills and Attributes

- Excellent written and verbal communication skills, with the ability to produce clear, accurate and accessible reports, briefings, submissions and other materials for a range of audiences.
- Strong interpersonal skills and the ability to work effectively both independently and as part of a small team, and in collaboration with a broad range of stakeholders.
- Proven ability to plan and prioritise a varied workload, work on own initiative, and meet deadlines
- Flexibility and adaptability, with a willingness to develop and continuously learn
- Proficiency in the use of standard IT packages and confident, appropriate use of social and digital media and excellent written and verbal communication skills.
- A commitment to equality, diversity and inclusion, and to a human-rights-based, person-centred approach in working with people affected by neurological conditions.

Desirable

- Experience working within a membership-based, federated or umbrella organisation
- Knowledge of the neurological policy and service landscape

Benefits

- Competitive salary
- Opportunities for flexible/hybrid working
- Employer matched pension scheme up to 5%

Salary Range: €45,000 to €48,000 for 1.0FTE (pro rata for part time as described above) depending on experience

Applications

Please send your Curriculum Vitae AND a tailored covering letter (maximum two pages) clearly addressing your experience meets the essential criteria outlined above, along with your reasons for applying to Magdalen Rogers CEO at mr Rogers@nai.ie.

Please use the reference Advocacy Officer application in your e mail subject line.

Incomplete applications or those that are generic or do not clearly address the role and essential criteria in the covering letter are unlikely to be considered.

The closing date for receipt of applications is 5pm Monday 28th September. Early application is encouraged.

Shortlisting will apply and will be based on the information contained in the CV and the degree to which applicants demonstrate the essential criteria. It is anticipated that interviews will be scheduled during early to mid October.

The role will be subject to Garda vetting, verification of qualifications and reference checks.

All applicants should have current and valid permission to work and reside in the Republic of Ireland.

By applying for this position, you are giving the Neurological Alliance of Ireland consent to have your personal data stored which will be retained for the purposes of this recruitment period only.

The Neurological Alliance of Ireland is an equal opportunities employer.