

Crosscare: Policy and Network Officer **(<https://www.activelink.ie/node/110734>)**



Policy and Network Officer Dublin

Closing Date 27.09.24 (Contract)

Position Title: Policy and Networks Officer

The Employer:

Crosscare delivers services with a servant leadership ethos. Crosscare's Homeless, Youth, Information and Advocacy Teams support those most in need with Love, Respect and Excellence. Crosscare exists to support individual and families when they face difficult challenges in life and when they find it hard to get the help they need. Crosscare focuses on helping people when they need it most or when they can't find support anywhere else.

Crosscare Irish Diaspora Support Project (see diasporasupport.ie) is a dedicated service supporting Irish people around the world. Our mission is to provide information, advocacy and referral supports to Irish emigrants who are leaving Ireland or returning from abroad, particularly those experiencing difficulty. This position is funded by the Government of Ireland Emigrant Support Programme.

Location: Crosscare Irish Diaspora Support Project, 2 St Mary's Place North, Dublin 7.

Contract: 1 year fixed term, start date no later than November 2024.

Salary: €37,985 to €42,399 (Points 5 - 8 on our salary scale), dependent on experience

Reporting to: Project Leader

Work Schedule:

Full-time hybrid role. Monday to Friday, 9 – 5pm. Minimum 60% of working week required in-person in our offices, with some out of hours work anticipated. Some flexibility around start and finish times.

The Role:

The Policy and Networks Officer will be responsible for delivering on Crosscare Irish Diaspora Support Project's work, specifically in relation to Irish citizens involved in a migration experience. Working in a small team, the successful applicant will take full responsibility for policy and networks related activities, with regular team meetings and on-site training and support. The role is based in our Dublin city centre office. Anticipated 60% time working in-person in our office, with working-from-home possible. Some out of hours work is anticipated.

The main responsibilities for this role include but are not limited to:

Policy and Advocacy

- Lead officer on social policy and advocacy strategy, and annual plan
- Develop and deliver policy and research initiatives relating to the Irish diaspora, whether emigrating, living abroad or returning home
- Prepare written submissions and briefing materials to promote public policy dialogue

- Conduct research and contribute to an enhanced understanding of the experiences and needs of Ireland's diverse diaspora
- Represent the project at various national and international fora with relevant agencies, groups and individuals, including in the media as required
- Engage other relevant stakeholders, including Government Departments and statutory bodies, to secure positive policy outcomes
- Track progress of the project's policy and advocacy priorities, maintaining records (including lobbying records) and monitoring impact
- Monitor and keep abreast of significant policy development within areas of key interest to the diaspora, including in relation to housing, homelessness, social protection, and diaspora supports

Networks and Outreach

- Lead officer on networks and outreach strategy and annual plan
- Maintain positive and collaborative relationships with Irish Emigrant Support Organisations, Irish Consular Services and Key Partners in Ireland
- Manage a database of contacts
- Plan and deliver annual calendar of networking events
- Plan and facilitate public information sessions and partner training
- Coordinate annual Returning to Ireland conference, and quarterly stakeholder forum
- Develop innovative campaigns and awareness raising initiatives
- Promote the project's objectives and grow engagement with public/partners
- Contribute to website, social media and development of digital resources and content

Project Level

- Contribute regular updates and reports for key stakeholders
- Manage and maintain record of policy and networks related activities in project database
- Support the Project Leader in their engagement with the Interdepartmental Committee (IDC) on Diaspora Policy
- Other duties as deemed necessary by the Project Leader

Organisational

- Working as part of a team, engaging in team meetings, case meeting, supervision, review and planning sessions
- Ensure alignment with Crosscare's core organisation mission and values
- Maintain Crosscare confidentiality at all times, following policies and procedures, and data protection legislation

Applicant must have full eligibility to work in Ireland, and must be resident in Ireland while holding the position.

Essential Requirements:

- Degree / post-graduate qualification in social sciences or equivalent
- Fluent English
- Research experience, including drafting practical policy proposals
- Experience of partnership working and outreach
- Strong writing, editing skills with ability to present complex information to varied different audiences in different fora

Desirable:

- Awareness of Irish diaspora-related issues
- Knowledge of Ireland's Diaspora Strategy and relevant policies / research regarding the experiences of Irish emigrants and returning emigrants
- Knowledge of the policy context surrounding housing, homeless and social welfare issues (including HRC) – legislation, policies, national and local strategies, etc
- Experience of advocacy work on behalf of clients
- Experience of training delivery and facilitation
- Experience of planning and delivering in-person and online events
- Experience of website, social media and content management systems
- Experience with public speaking and with media

Personal attributes:

- Strong organisational and time management skills
- Excellent social, communication (verbal and written) and interpersonal skills
- Strong negotiating, diplomacy and influencing skills
- Motivation, resilience and ability to work on own initiative
- Interested in learning and working collaboratively
- IT Skills (MS Office and Zoom essential, experience in database use desirable)
- Commitment to social justice and a human rights based approach

Benefits:

- Competitive salaries
- Generous annual leave
- Additional leave for long service
- Training and Development Programmes
- Employee Assistance Programme
- Digital Doctor Service
- Competitive pension plan
- Bike to Work Scheme

In Crosscare, we approach our work with an attitude of service, showing love, care and kindness in all interactions with others. We treat people with a level of respect they will remember long after our service and support have been received. We strive for excellence in everything we do. Our clients, young people and service users deserve it.

Crosscare is registered with the Charities Regulator (RCN: 20169084) and the Revenue Commissioners (CHY-6262) Crosscare is the Social Care Agency of the Archdiocese of Dublin.

Detailed information on all aspects of our work is available at www.crosscare.ie (<http://www.crosscare.ie>)

Application Process:

To apply, please upload a comprehensive CV and letter of application (one document) detailing your suitability for the role to the link provided. Please indicate your preferences for days per week (full-time, 4 days).

Closing date for applications is 5pm on September 27th 2024.

NOTE: It is anticipated that interviews will take place October 7th/8th 2024.

Salary €37,985 - €42,399

<https://login.hirelocker.com/crosscare/Apply/30107?companyId=5184>

By submitting your application you agree with Crosscare Privacy Policy. Crosscare is an equal opportunities employer. Garda Vetting will apply to this role.

Region

Dublin 7 / Hybrid

Date Entered/Updated

6th Sep, 2024

Expiry Date

27th Sep, 2024

Attachment

[Irish Diaspora Support Project_Policy and Networks Officer_1-year-role_09.2024 FINAL.docx](#)

Size

1.52 MB

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