

EPIC, Empowering People in Care: Research and Policy Manager **(<https://www.activelink.ie/node/111137>)**



We are EPIC

EPIC, Empowering People in Care, is the only independent, national organisation that works exclusively with, and for, children and young people in the care of the state. EPIC aims to advance the rights and best interests of children and young people in the care system by advocating on their behalf, providing information and advice, developing opportunities for their participation in public engagement and youth work, and delivering policy and research to inform and improve law and practice. All EPIC's work is grounded in the UN Convention on the Rights of the Child, specifically Article 12, which governs the child's right to be heard and to participate in decisions that affect them.

Job Description: Research and Policy Manager

Reporting to: **Chief Executive Officer**

Location: **Dublin**

Job Purpose

The Research and Policy Manager will lead the development and delivery of EPIC's research and policy at national level in pursuit of the organisation's goals as laid out in its [Strategic Plan, 2022-2027](https://www.epiconline.ie/strategic-plan/). This will include strategic policy and political analysis, research and policy development, lobbying, and alliance building in both the statutory and voluntary sectors in relation to the care system and children's rights.

Key responsibilities

- Plan and implement the policy and research objectives of EPIC's Strategic Plan, 2022-2027. As a member of EPIC's Management Team, contribute to the organisation's leadership, including through strategy development, business planning, operational management, budgeting and reporting, and management of EPIC's Advocacy and Research Officer and research projects.
- Monitor political and policy developments in relation to the rights of children in care and young people aftercare. Maintain an analysis of the external political, economic, and social environment which impacts on care-experienced children and young people.
- Build awareness of key issues faced by children and young people with whom EPIC works amongst policy and decision makers. Provide analysis, policy positions, research, and data about children in care and young people in after care using the evidence from EPIC's Advocacy Service caseload, the input of our Youth Councils, collaborating with partner organisations and using national and international research findings on the care system.
- Identify opportunities for EPIC to commission independent research, which is participative with children in care and young people with whom EPIC works. Focus EPIC's research in areas where providing their experience can impactfully inform better policies and practices in upholding their rights, outlined in national legislation and international conventions such as the UNCRC.
- Develop and maintain key relationships with relevant policy and decision makers, (particularly in Tusla, the Department of Children, Equality, Disability, Integration, and Youth and the Oireachtas) and EPIC's partner organisations, as well as internally with EPIC's Youth Councils, Advocacy Service and youth engagement and participation team.

Additional Duties

- Prepare policy briefings, submissions, lobby letters, presentations, and other written materials for internal and external use.
- Work closely with EPIC's Communications Manager to identify and provide key messages for communicating research

- and policy, develop press releases, and act as a spokesperson when required.
- Develop and continually appraise EPIC's data output, working to ensure that all of EPIC's research and policy output is credibly informed by evidence from EPIC's Advocacy Service caseload.
 - Organise and manage events to support EPIC's research and policy objectives, including seminars, workshops, roundtables, and conferences.
 - Represent EPIC in research and policy meetings, working groups, consultations, and international fora as appropriate.
 - Identify funding and partnership opportunities for research and policy work and assist the development of funding applications and compilation of donor reporting.
 - Work with children and young people engaged with EPIC's youth engagement and participation team to ensure that they are empowered to participate in the research and policy objectives of EPIC. Create and facilitate collaborative fora for children and young people to be engaged on these efforts.

Desirable Skills and Experience

- At least 5 years' experience in a similar role at management level; demonstrable ability to manage and develop others and contribute to organisation-wide strategy and operational management.
- Excellent knowledge of human rights law, children and youth affairs, inequality and social justice, and a track record in research and policy influencing towards governments and state agencies.
- Thorough understanding of Irish public policy, legislative and decision-making processes, and structures, including government institutions and state agencies ways of working, agendas, and influencing pathways.
- Strong conceptual and analytical skills, and ability to think strategically and creatively.
- Excellent communications and written skills to deliver policy and research products and effective lobbying and media work that is underpinned by the lived experience of care-experienced children and young people.
- Ability to prioritise, plan, organise and deliver in a busy NGO setting, on time and in budget.
- Child-centred and child-friendly interpersonal skills, who can confidently and sensitively work with vulnerable children and young people as well as with children and young people from marginalised or seldom-heard communities.
- Experience with Salesforce (or quantitative data analysis) is not essential but advantageous.
- Experience in identifying and applying for funding opportunities is also not essential but advantageous.

Attitude

- Commitment to the values, vision, and mission of EPIC
- Flexibility and adaptability
- Commitment to ongoing professional development
- Ability to work flexibly as part of a hard-working team, while also able to take initiative and work under pressure with limited supervision.

Terms and Conditions

- This is a full-time post (35 hours per week), with a six-month probation period.
- EPIC currently operates a 2:3 hybrid model of office-based and remote work per week.
- Annual leave entitlement of 25 day per annum, increasing to 27 days after 2 years' service.
- The office is closed for one day at Easter and three days at Christmas. These holiday days are additional to the annual leave entitlement.
- Participation in the company pension scheme is matched by a 5% Employer contribution, commencing on completion of the probationary period.
- All roles within EPIC are subject to Garda Vetting.
- The post holder will also undertake training on Children First (Tusla e-learning programme) and abide at all times by this and by EPIC's policies on child protection and welfare.
- This post will involve travel within Ireland and occasional evening and weekend work. Travel expenses and additional hours will be compensated in accordance with EPIC's Mileage and TOIL Policies.

EPIC, Empowering People in Care believes in the value of a diverse workforce and encourages applications from people from all ethnic, cultural, religious, and social backgrounds: in particular, Black, Asian, and Minority Ethnic and LGBTIQ+ people. We also welcome candidates with experience of the care system. We are trying to build a more diverse and representative workplace and environment.

Salary: € 57,000 p.a.

Closing Date for applications (CV and Cover Letter): COB 25th October 2024

To apply, please click the link below:

[/epic-empowering-people-in-care/jobs/30270/research-and-policy-manager-dublin](https://login.hirelocker.com/epic-empowering-people-in-care/jobs/30270/research-and-policy-manager-dublin)
[\(https://login.hirelocker.com/epic-empowering-people-in-care/jobs/30270/research-and-policy-manager-dublin\)](https://login.hirelocker.com/epic-empowering-people-in-care/jobs/30270/research-and-policy-manager-dublin)

Region

Dublin

Date Entered/Updated

25th Sep, 2024

Expiry Date

25th Oct, 2024

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