

## **LGBT Ireland: Policy & Research Manager** **(<https://www.activelink.ie/node/112533>)**



### **Policy and Research Manager**

**Hours:** Full-time 35 hours per week

**Location:** 80 Dame St. Dublin, 2 with remote (hybrid) working

**Reports to:** CEO

**Duration:** 1 Year Fixed Term Contract, with possible extension subject to funding

**Benefits:** 25 days annual leave, Educational assistance programme Hybrid Working arrangements

### **About LGBT Ireland:**

LGBT Ireland is a national charitable organisation which provides support services to Lesbian, Gay, Bi, Trans and Intersex (LGBTI+) people and their families. Informed by the issues and experiences raised through our frontline services we also advocate and educate to enhance the visibility, inclusion and rights of LGBTI+ people living in Ireland.

### **Purpose of this Post:**

LGBT Ireland is currently seeking to recruit a Policy and Research Manager to join our dynamic staff team. The Policy and Research Manager is a member of the senior leadership team. This is an exciting role with responsibility for shaping and delivering LGBT Ireland's policy, influencing strategy, and building the organisation's evidence base. The manager is responsible for producing high-quality submissions, developing and ensuring strong stakeholder engagement, and assisting LGBT Ireland to, deliver on its overall strategic goal, to make Ireland the best place to be LGBTQI+ in Europe.

### **The key roles and responsibilities will include:**

- Provide strategic direction, oversight and coordination of all policy and research initiatives within LGBT Ireland.
- Develop proposals for change in legislation and public policy that will impact positively on the LGBTI+ community.
- Develop new policy submissions and legislative positions, reports and papers in consultation with the wider staff team.
- Work with Government decision makers and policy makers to highlight the needs and challenges facing the LGBTI+ community.
- Coordinate any external consultations necessary to inform legal and policy change.
- Network with relevant agencies, groups and individuals in regard to LGBTI+ issues
- Coordinate the collection of data and research within the organisation and wider community to support legal and policy aims, including production of the annual report for 2024.
- Work with the communications team to develop key messages, and effective communication tools, that support our policy and research goals.
- Manage the project staff responsible for the coordination of the LGBTQI+ All-island forum, which is run in by LGBT Ireland in partnership with the Rainbow Project in Belfast.
- Represent LGBT Ireland on other national and local forums, as required, including the Coalition Against Hate Crime, LGBT Families Alliance, and Ban Conversion Practices Coalition.
- Support the co-ordination and implementation of LGBT Ireland's national campaigns.
- Keep abreast of all policies in areas of government strategies and standards that are relevant to the progressing LGBTI+ equality.

### **General duties:**

- Contribute to the overall strategic management of the organisation, including attending monthly management meetings and undertaking organisational duties as necessary.

- Participate in other organisational meetings, events and working groups.
- Attend regular one to one meeting with the CEO.
- Perform other duties as appropriate to the post as may be assigned from time to time, commensurate with the responsibility of the post.
- Promote the overall aims and values of LGBT Ireland

## Essential criteria

- Minimum 5 years' experience of working in a similar policy and research role, advocacy campaign or social change initiative.
- 3rd level qualification in relevant field (e.g. politics, social policy, equality studies, law, public policy)
- Knowledge of the policy environment within which Irish NGOs operate.
- Experience of managing several projects simultaneously, as well as effective relationship management and influencing skills.
- Demonstrable experience of engaging with a wide range of stakeholders and audiences including statutory and voluntary agencies and groups.
- Experience of managing staff to achieve deliverables.
- Excellent organisational skills with the ability to manage tight deadlines.
- Excellent communication skills including verbal and written communications.
- Strong commitment to achieving equality for all LGBTI+ people
- Strong teamwork experience and skills

## Desirable criteria

- Experience of working with vulnerable groups
- Experience of data management systems / data analysis
- Experience of NGO working environment

## Benefits

The salary range for Managers is €48,028 to €56,441 and will be commensurate with experience. Annual leave is 25 days, exclusive of public holidays.

## How to apply:

To apply please email a covering letter and CV to [jobs@lgbt.ie](mailto:jobs@lgbt.ie) (<mailto:jobs@lgbt.ie>)

Closing date for applications is **5pm on Monday, 16th December**. Interviews to take place on Thursday 19th December.

For more information about this role or to find out more about LGBT Ireland please email [ceo@lgbt.ie](mailto:ceo@lgbt.ie) (<mailto:ceo@lgbt.ie>)

### Region

Dublin 2 / Hybrid

### Date Entered/Updated

4th Dec, 2024

### Expiry Date

16th Dec, 2024

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**Source URL:** <https://www.activelink.ie/vacancies/interest-groups/112533-lgbt-ireland-policy-research-manager>