

Disability Federation of Ireland: Policy & Advocacy Officer **(<https://www.activelink.ie/node/114776>)**



Policy and Advocacy Officer

Reports to: Policy Advocacy Manager

Contract & hours: This is a full-time contract of indefinite duration

Location: The primary location of the role is in DFI's main office in Dublin, however hybrid and remote working will be considered

Travel: The position may entail occasional travel throughout the country; therefore, a willingness to travel as required is necessary.

ABOUT DFI

Disability Federation of Ireland, DFI, is a federation of member organisations working with disabled people to implement the UN Convention on the Rights of People with Disabilities, UN CRPD, and ensure their equal participation in society. Our vision is an Ireland where people with disabilities are participating fully in all aspects of society.

With more than 120 member organisations, DFI advocates on disability issues at local, national, European and international level.

ROLE SUMMARY

The Policy and Advocacy Officer will support and contribute to delivering DFI's policy and advocacy work programme, in the context of promoting Ireland's full implementation and delivery of the UN CRPD, and in line with DFI's Strategic Plan.

Working closely with colleagues across DFI, as well as with member organisations, the Policy and Advocacy Officer will participate in, and support DFI in the realisation of the organisations' strategic and operational plans.

The Policy and Advocacy Officer will build and maintain good working relationships across DFI's stakeholders including staff and member organisations.

ROLE RESPONSIBILITIES

1. Policy and Research

- Build DFI's knowledge and analysis of policy issues related to disability in Ireland and internationally.
- Advise on current and emerging issues of concern.
- Analyse the implications of public policy, and current and proposed legislation, for disabled people and DFI's membership.
- Prepare policy analysis, submissions, briefing papers, reports and similar documents on relevant issues.
- Ensure that DFI's policy work is informed by the latest relevant research and available evidence base.
- Support DFI's research capacity and activity on disability issues.
- Support external research activity.

2. Advocacy and Campaigns

- Support the delivery of DFI's three-year Advocacy Plan.
- Deliver advocacy to policy-makers, Government departments, Oireachtas members and other relevant actors on disability policy issues.
- Represent DFI in a variety of external contexts, at local, national and international level.
- Support DFI's policy and campaign work by providing cross-organisational support, at a strategic and practical level, for ongoing and reactive campaigns – including elections, pre-budget etc.

3. Member Engagement

- Actively support, engage and communicate with DFI's membership.
- Interact with members regarding their policy work and concerns and, feed them into DFI's policy and advocacy work programme.

4. Collaboration, Networks and Relationships

- Represent DFI in relevant networks and alliances.
- Build strong collaborative relationships with relevant organisations and individuals.

5. Communications

- Actively communicate DFI's policy and advocacy work to relevant stakeholders, through website, social media, networks etc.
- Participate in media communications.

6. Contribute to the Organisation

- Identify opportunities for DFI to extend and/or strengthen our policy and advocacy work and to enhance its contribution to the development of public policy analysis.
- Engage with, support and where relevant, organise policy events.
- Support monitoring and evaluation of DFI's policy and advocacy programme, towards continually improving its effectiveness.
- Provide policy support to other DFI work programmes.

Note: This role description is intended as a summary of the primary responsibilities and qualifications for this position. The role description is not intended as inclusive of all duties an individual in this position might be asked to perform or may be required to do.

Education, Knowledge and Experience

The ideal candidate will be motivated to work with a small team to realise the ambitious goals of the United Nations Convention on the Rights of Disabled People, UN CRPD.

Applicants should, at a minimum, have:

- A primary and/or post-graduate degree in a relevant discipline.
- Two-years' experience working in the area of policy development, research, advocacy, human rights and/or campaigns.
- Working knowledge of Irish government structures and national policy related to disability.
- A strong commitment to human rights and equality.

Essential Skills and Attributes

- Strong ability to analyse complex data, and undertake policy analysis; synthesising information to inform policy development and advocacy messaging.
- Proficiency in data collection, analysis, and interpretation.
- Demonstrated ability to understand and address complex situations and problems.
- Working knowledge of local, regional, national, and EU policy.
- Strong interpersonal skills and the ability to work effectively as part of a team and independently, and in collaboration with a broad range of stakeholders.

- Demonstrated ability bringing together diverse stakeholders to achieve a common goal.
- Experience of working with marginalised groups and communities.
- Excellent written and verbal communication skills.
- Ability to work in a fast-paced environment with an ability to be flexible, adapt, develop and continuously learn.

We are committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment. We welcome applications from all suitably qualified individuals. Please let us know if you require reasonable accommodation for the application and interview process and we will do our utmost to accommodate you. Contact jobs@disability-federation.ie (<mailto:jobs@disability-federation.ie>).

To Apply:

Please return your CV and cover letter outlining why you should be considered for this role to jobs@disability-federation.ie (<mailto:jobs@disability-federation.ie>).

The closing date for applications is: **11.00am on Tuesday, 22 April 2025**

DISABILITY FEDERATION OF IRELAND is an equal opportunities employer.

Region

Dublin 8 / Flexible

Date Entered/Updated

31st Mar, 2025

Expiry Date

22nd Apr, 2025

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