



Dublin City Community Cooperative, Register Number 5628 R, Registered Charity Number (RCN) 20107079, Unit 1
Killarney Court, Buckingham Street, Dublin 1

Title: Policy, Advocacy & Programmes Officer

Reports to: Chief Executive Officer

Working Closely with: Programme Development, Support & Monitoring Coordinator

Contract type: Indefinite duration subject to funding

Hours: 3-3.5 days per week (open for discussion with successful candidate).
Should funding become available the role may expand to a 5-day week in the future

Location: Based in Buckingham Street, Dublin 1. Blended working arrangements (home/office) possible.

Salary: Available on request (e-mail info@dublincitycommunitycoop.ie)

** Note: There will be a mix of office and remote based working for this role over the coming months as we return to more regular working arrangements following temporary arrangements that were in place due to Covid 19 restrictions. Candidates must be in a position to work both office-based and remotely.*

The Dublin Inner City Community Co-operative Society Limited ('the Co-op') was established in November 2014. We are a membership organisation of 13 grassroots Dublin inner city community development organisations which came together to ensure the ongoing development and delivery of social, economic and cultural services within our communities. All 13 Co-op member organisations are partially funded by the national Social Inclusion Community Activation (SICAP) Programme and operate in the most disadvantaged areas of the inner city. The Co-op's members are operational in all of or parts of Dublin 1,3,7,8 as well as disadvantaged city areas in Dublin 2 and 4.

The Co-op wishes to recruit a **Policy, Advocacy & Programmes Officer**. This is an exciting and challenging role for a passionate, energetic and motivated individual wishing to work in the community development space.

Reporting to the CEO, the Policy, Advocacy & Programmes Officer will work closely with the Chief Executive (CEO) on policy and advocacy issues as well as with the Programmes Development, Monitoring & Support Coordinator on programme related matters.

The successful candidate will project manage key policy, advocacy and research initiatives as well as being a key programme support resource to the Co-op's two major statutory funded programmes.

Policy, Advocacy & Research duties and responsibilities:

- To plan and implement grassroots policy, research and advocacy initiatives, and engage with a diverse range of stakeholders to ensure an evidence-based understanding of structural inequality, poverty, disadvantage and social injustice as well as political issues and trends.
- Engage with local TDs and other public representatives and their staff to ensure community development, social inclusion and the eradication of poverty are top of their agenda, and to mobilise grassroots support to ensure social inclusion services in Dublin's inner city and Ireland are well-funded, innovative and community centred.
- Plan and implement year-round advocacy, policy, research and programme support activities including development of e-advocacy campaign narratives and message testing.
- Plan and support local advocacy events and hustings when and where relevant
- Develop a tracking and reporting mechanism that records political engagement and outcomes
- Conduct thorough research in advance of developing, drafting and articulating Co-op advocacy and policy positions
- Support internal Co-op membership advocacy thematic working groups that will inform and influence local and national policy decisions
- Execute grassroots advocacy programmes, based on current best practice.
- Identify and develop with Co-op member organisations personal stories related to advocacy and policy campaigns
- Clearly communicate Dublin City Community Co-op positions on policy and legislation and empower Co-op staff and member organisations to communicate legislative and policy priorities
- Explore new partnership opportunities to support the research, advocacy and policy work of the Co-op team
- Accurately and effectively represent Dublin City Community Co-op and its mission and ethos
- Establish and maintain collaborations, relationships and partnerships as appropriate
- Utilise social media to build support for issues and optimise reach of advocacy and policy awareness campaigns
- Coordinate action alerts, and provide relevant updates through emails, Instagram, Twitter and Facebook
- Develop reporting mechanisms and deliver frequent progress updates to both Co-op staff and Co-op member organisations that measure and communicate local and national advocacy impact and achievements
- Explore opportunities to expand practical advocacy supports for Co-op member organisations, particularly in the online space

Social Research and Policy

- To support the community in the inner city area in developing, contracting and conducting research into the needs of their own communities
- To enhance the critical, analytical, research and development capacity of the community
- To de-mystify policy work; develop a basic understanding of what policy work is and assist organisations in developing policy responses and forwarding policy objectives

- To assist inner city communities in researching, documenting and publishing research reports and policy positions on issues identified as important in relation to the social, economic and environmental welfare of the community
- To train local people working in communities and community groups in basic research and policy development skills
- To promote a collective response to policy issues
- To provide a space for community groups and representatives to identify areas of concern and solidarity, and to develop coherent and collective, if possible, policy responses
- To assist individuals/ community groups in developing individual policy responses on identified issues
- To increase individual and group capacity to carry out research and policy development on their own identified priorities
- To provide direct support work to organisations developing, contracting, conducting and analysing research

Social Inclusion Community Activation Programme (SICAP), Inner City Community Support Programme (ICCSP) and Programme Support in general:

- Work closely with the Programme Development, Monitoring & Support Coordinator to develop quality results-based funding proposals to relevant institutional and non-institutional funders
- In conjunction with the Programme Development, Monitoring & Support Coordinator develop high quality reports and funding applications for institutional donors, charitable trusts, foundations and major donors
- Support and monitor the implementation of Co-op office's obligations under its two major funding streams, SICAP and ICCSP
- To represent Dublin City Community Co-op at any appropriate fora, and complete any work as appropriate emerging from responsibilities regarding these two key funding sources
- To develop the Co-op's SICAP and ICCSP's Annual Plans and mid-year/end-of-year reports in consultation with the CEO and Programme Development, Monitoring & Support Coordinator
- To support and monitor the implementation of the Co-op's SICAP plan and achievement of annual targets (KPIs)
- To manage, input and maintain all Co-op office related IRIS information re SICAP. IRIS is the national SICAP CRM/Data Management system
- To carry out the actions as outlined in the Co-op's SICAP and ICCSP's plans, including:
 - Supporting community groups to become more effective in their social inclusion work
 - Strengthening the representative community infrastructure which enables access to decision making, identifying the needs of local people and groups, and facilitate access to resources to meet those needs.
- To work in collaboration with relevant Co-op staff in drafting and contributing to the design and development of SICAP tender applications and annual ICCSP Action Plans.

Qualifications/Experience

- Relevant third level degree or higher in areas such as policy/research/community development/social studies
- In lieu of degree a demonstrable equivalent (at least five to seven years) experience in working at an appropriate level in the Community & Voluntary sector will be considered.
- Minimum 3 years working in a policy/research/advocacy/programme support role.

Person specification:

- Passion, energy and initiative are essential

- Commitment to the eradication of poverty, structural inequality and social injustice
- Ability to work independently with minimum direction as well as work collaboratively as a member of a team
- Demonstrated experience of motivating others to support a cause or cause-based organisation
- Demonstrated ability to work on fast-paced, time-sensitive matters with internal and external stakeholders
- Ability to establish and maintain effective working relationships with diverse individuals and communities and to work with sensitivity, diplomacy and tact
- Ability to complete work in a timely and efficient manner and ensure work is accurate and to a high standard
- Ability to utilise available technology to perform position responsibilities
- Ability to excel at detail, multi-tasking and working under pressure
- Solid independent judgement and willingness to learn
- High level written, oral, interpersonal and computer skills required
- Proven ability to work with both statutory and not-for-profit civil society organisations.
- Proven ability to communicate complex policy issues in a clear and accessible manner
- Demonstrable programme support (grant management, compliance, reporting), policy and research management experience
- Significant experience of policy and advocacy activities including policy submissions, papers and research

HOW TO APPLY:

If you are interested in applying for this position, please send a curriculum vitae (max 4 pages) and cover letter (max 2 pages) to: info@dublincitycommunitycoop.ie

Please mark "Policy, Advocacy & Programmes Officer" in the Subject box.

The closing date for applications is Monday, 27th September 2021.

Interviews will be conducted in person, subject to full Covid-19 guidelines and regulations.

Dublin City Community Co-operative is an equal opportunity employer. We celebrate diversity and are committed to building an inclusive environment for all employees.