

Policy and Research Officer

|  |  |
| --- | --- |
| **Job Title:** | Policy and Research Officer |
| **Location:** | 80 Dame St. Dublin, 2 with some remote (hybrid) working |
| **Reports to:** | CEO |
| **Purpose:** | The post holder will be responsible for supporting LGBT Ireland’s work on effecting legal and policy change to enhance LGBTI+ visibility, rights and inclusion |
| **Salary:** | The salary scale for this post ranges from €32,076 to €41,656. The salary offered will be commensurate with experience. |

**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 are seeking to recruit a fulltime Policy and Research Officer to join our dynamic staff team focused on the enhancement of the human rights and wellbeing of the LGBTI+ community.

If you are seeking a rewarding role and have a passion for policy, then this may be the opportunity for you. The role has responsibility for supporting LGBT Ireland’s work on effecting legal and policy change to enhance LGBTI+ visibility, rights and inclusion. Working with the CEO and Senior Advocacy Coordinator the successful applicant will utilise their skills and experience to influence decision makers on LGBTI+ issues based on analysis, evidence, and an awareness of the relevant needs and challenges.

As Policy and Research officer, you will play a vital role in LGBT Ireland’s attempts to promote positive change in legislation and policy that effects LGBTI+ people living in Ireland and globally. This exciting opportunity would suit someone with a strong understanding of the Irish political system and strong communication skills both verbal and written.

Structure of this Post:

This is a fulltime post (35 hours per week) on a fixed term 1 year contract.

The post holder will report directly to the CEO.

The key roles and responsibilities will include:

* Provide support to all policy and research initiatives within LGBT Ireland.
* Support the development of 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.
* Assist with external consultations necessary to inform legal and policy change.
* Network with relevant agencies, groups and individuals in regard to LGBTI+ issues
* Support the collection of data and research within the organisation and wider community to support legal and policy aims.
* Represent LGBT Ireland on national and local forums including the Coalition Against Hate Crime.
* 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:

* Participate in organisational meetings, events and working groups.
* Attend regular one to one meetings 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 3 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, Human Rights law)
* Knowledge of the policy environment within which Irish NGOs operate.
* Demonstrable experience of engaging with a wide range of stakeholders and audiences including statutory and voluntary agencies and groups.
* 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

**The salary scale for this post ranges from €32,076 to €41,656 for full-time post. The salary offered will be subject to experience.**

## How to Apply

To apply please email a covering letter and CV to jobs@lgbt.ie

Closing date for applications is **5pm on Tuesday 2nd August 2022.** Interviews to take place **Friday 12th August.**

For more information about this role or to find out more about LGBT Ireland please email ceo@lgbt.ie