



Children in Hospital Ireland

RESEARCH AND ADVOCACY OFFICER

Recruitment Pack

1. OVERVIEW:

Children in Hospital Ireland is a registered charity and a company limited by guarantee. The organisation has its Head Office in Sandyford, Dublin 18. Children in Hospital Ireland delivers a national volunteer-run hospital play and recreation service in hospitals throughout the country; advocates to promote the highest standards in the delivery of healthcare for children; provides information for parents and carers of hospitalised children; and works collaboratively with support groups for children who are ill or have long-term medical conditions.

2. JOB DESCRIPTION

<u>POSITION:</u>	Research and Advocacy Officer
<u>CONTRACT TYPE:</u>	Full time. One year contract.
<u>START DATE:</u>	July 2021
<u>OFFICE BASE:</u>	Head Office, Sandyford, Dublin 18. Remote work from home during Covid-19 restrictions
<u>REPORT TO:</u>	CEO of Children in Hospital Ireland

OVERALL PURPOSE AND CONTEXT:

The position of Research and Advocacy Officer will focus on delivering the key elements of Children in Hospital Ireland's policy agenda as outlined in our *Strategic Plan 2019–2021* and specifically in Strategic Priority 2 – 'Strengthen our Advocacy and Education Work'. The key actions under this priority include developing our capability to engage in relevant advocacy work, ensuring that it reflects current issues of concern, and draws on research findings and the experience gained through the wider work of the organisation.

Reporting to the CEO, the Research and Advocacy Officer will be someone who is capable and energetic, who thrives in a busy environment, and is willing to take on new tasks so as to respond effectively to changing demands.

ROLE:

- Leading Children in Hospital Ireland's research and advocacy agenda;
- Assembling relevant data and evidence-based information on a range of issues relating to children's healthcare and assisting the CEO in developing policy positions in respect of these issues;
- Assisting Children in Hospital Ireland to deliver on its overall Strategic Priorities and the Annual Work Plan emerging from this;
- Reporting as required to the Research and Advocacy Sub-Committee of the Board of Children in Hospital Ireland;
- Reviewing and monitoring of the research and advocacy programme at regular intervals.

WORKING RELATIONSHIPS:

Reporting to the CEO, the Research and Advocacy Officer will develop and maintain positive professional relationships particularly with colleagues, the Board, volunteers, and the external partners of Children in Hospital Ireland.

JOB DESCRIPTION

Specific responsibilities and duties

The key responsibilities for the post holder will be:

- Gathering data and policy information on issues relating to healthcare services for children and young people in Ireland; (including information on the experience of availing of such services, and data on waiting lists for hospital services);
- Maintaining a watching brief on relevant policy areas for Children in Hospital Ireland in order to identify and respond to opportunities to comment on policy;
- Developing an advocacy strategy to support the campaign to implement recommendations arising from Children in Hospital Ireland's research report, *Childhood Illness, Financial Stress* (2020);
- Ensuring that policy positions of the organisation take into account the views of parents and families affected by a child's hospitalisation;
- Supporting the work of the Network of Childhood Illness Organisations (facilitated by Children in Hospital Ireland), to help to bring a collective voice to relevant issues;
- Developing and maintaining good working relationships with a network of contacts in organisations supporting children and young people in hospital and their families;
- Supporting and inputting into the Annual Lecture of Children in Hospital Ireland and other relevant seminars or conferences;
- Providing information to other staff members in relation to policy issues;
- Providing support to national level projects, campaigns and events

2. REQUIREMENTS

Professional

- Experience of advocacy work, including how to influence policy change;
- Knowledge of research methods and experience of using such methods;
- Knowledge of the Irish political system and policy-making;
- Knowledge and understanding of the voluntary sector in Ireland
- Knowledge of of the health care system in Ireland;
- Excellent administrative, communication, written skills and experience with attention to detail
- Proven oral and written communications and interpersonal skills;
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- Excellent administrative and interpersonal skills;
- Computer literacy: (Microsoft Office), database management experience (Salesforce) and experience facilitating online meeting and events;
- Proven time management skills and ability to prioritise and work to deadlines and manage a busy work load;
- Flexibility to work occasionally outside of normal working hours.

Personal

- Commitment to the highest ethical standards;
- Commitment to working within a voluntary organisation in an inclusive manner;
- Dependable, confident professional manner;
- Ability to build and maintain strategic working relationships;
- Ability to work on own initiative and as part of a small team;
- Flexibility and adaptability;
- Enthusiasm and a positive disposition.

3. QUALIFICATIONS

Third Level Qualification in a relevant discipline and a minimum of three years' experience in a professional setting.

Willingness to undertake training as required.

This position is Garda Vetted. Police clearance is also required from any country where a proposed employee has spent more than six consecutive months since the age of sixteen years.

4. CONDITIONS

This position will be for a period of **one** year. A probationary period will apply.

Salary: €35,000 per annum, payable monthly in arrears.

Hours: The position will be for 37 hours per week with flexibility for evening and weekend work. A time-in-lieu system operates.

Annual Leave: 22 days.

This job is based in Dublin but may involve a small amount of travel outside Dublin.

A complete list of terms and conditions will be made available to the candidate offered the role through the Staff Handbook. Children in Hospital Ireland is an equal opportunities employer.

5. APPLICATION

If you wish to apply for this position, please indicate your interest by sending a letter of application stating why you are suitable (no more than one page), together with a copy of your CV to by Friday 4th June 2021 to sarah@childreninhospital.ie. Please put **Research and Advocacy Officer** in the subject heading.

Paper applications may be sent to:

Sarah Cook, Finance and Administrative Officer, Children in Hospital Ireland, 4–5 Burton Hall Road, Suite 113, Sandyford, Dublin 18.

Please note: Applications without a covering letter will not be considered.

Interviews will take place week commencing 21st June 2021.