

<b>Job Title</b>	<b>Public Affairs Manager</b>
<b>Reporting to</b>	Head of Advocacy and Engagement
<b>Hours</b>	Full time, 35 hours per week
<b>Contract</b>	One year contract, with possibility of extension
<b>Salary</b>	€45,000 per year
<b>Location</b>	Based remotely with option of occasional work from Volunteer Ireland offices, at Regus - Harcourt Centre, Harcourt Rd, Saint Kevin's, Dublin, D02 HW77

## Public Affairs Manager

### About Volunteer Ireland

Volunteer Ireland is the national organisation that promotes, supports and advocates for volunteering in Ireland. Our vision is an Ireland where volunteering thrives. Volunteer Ireland has identified five strategic goals for 2023–2027. These are to:

- Advocate for volunteering
- Support the Volunteer Centres
- Develop meaningful volunteering
- Raise the profile of volunteering
- Grow and sustain an excellent organisation, consistent with our values

We work with a range of stakeholders to make volunteering accessible, inclusive and of high quality. We build capacity in organisations and companies to create meaningful volunteering experiences. We celebrate volunteering and communicate its impact to Government and the wider public. We advocate for volunteering so that its value is recognised. We support the network of Volunteer Centres and work closely with them to ensure volunteering thrives at local and national level.

For more information about Volunteer Ireland, including staffing and governance, please see [www.volunteer.ie](http://www.volunteer.ie).

## Purpose of the role

This is a new role developed to increase our advocacy capacity as part of Volunteer Ireland's Strategic Plan 2023 – 2027. The Public Affairs Manager will be responsible for developing and delivering an advocacy strategy for Volunteer Ireland and supporting the delivery of VI's communications strategy.

## Main responsibilities

### 1. Advocacy strategy

- Develop and deliver an advocacy strategy in line with Volunteers Ireland's strategic plan.
- Draft policy position papers and responses to Government consultations. Write and prepare policy submissions, including pre budget submissions and election manifestoes.
- Ensure advocacy activities meaningfully engage policymakers from Government departments and deepens their understanding of Volunteer Ireland's purpose and strategic priorities.
- Engage the network of Volunteer Centres to deliver the advocacy strategy at local level and build their capacity in this area.
- Ensure Volunteer Ireland remains compliant with the Lobbying Act.
- Keep abreast of existing and emerging issues and opportunities in the political and public domains, relevant to Volunteer Ireland's strategic priorities.

### 2. National Volunteering Strategy 2021 – 2025

- Support Volunteer Ireland's engagement with the [National Volunteering Strategy](#), leading on project proposals and funding applications.
- Represent Volunteer Ireland at relevant National Volunteering Strategy meetings and groups.
- Lead on the delivery of Action 27 in the National Volunteering Strategy: Undertake a review to examine the requirement to introduce protections for volunteers e.g. in cases of bullying, discrimination or protected disclosures.
- Identify a path forward for the National Volunteering Strategy post 2025 and develop an advocacy plan to deliver this.

### **3. Stakeholder engagement**

- Establish regular contact with politicians, political advisers, civil servants, non-departmental public bodies and regulators to keep them informed about the organisation's work and policy concerns.
- Build relationships with key Government stakeholders and decision makers.
- Organise briefings and stakeholder engagement events on relevant policy issues.
- Provide advocacy support to the network of Volunteer Centres where relevant.

### **4. Communications**

- Working with the wider communications team, identify appropriate messages and mediums to communicate with key Government stakeholders and decision makers.
- Support the delivery of advocacy-based communications campaigns.
- Support the development and delivery of a communications strategy in line with Volunteer Ireland's strategic plan.
- Support the Head of Advocacy and Engagement to respond to media queries in a timely and professional manner to ensure that accurate information is provided, that media coverage is secured, and that VI maintains a positive working relationship with national and local media.
- Act as spokesperson for the organisation if requested.

### **5. Contribute to the culture of Volunteer Ireland**

- Share knowledge and insight about advocacy with the staff team, to increase the level of understanding in this area across the organisation.
- Attend virtual and in-person staff meetings.
- Participate in periodic staff retreats, events, trainings, and volunteer opportunities.
- Collaborate with VI staff on cross-organisational topics and discussions.
- Engage with and support office-based volunteers, delivering best practice in volunteer management.

## **Person specification**

We are seeking an experienced professional with a proven track record in developing and leading the implementation of strategic advocacy campaigns.

## **Essential experience and competencies**

- Experience working in a public affairs/policy/advocacy position, with proven expertise in delivering successful advocacy campaigns that achieve real policy change.
- Excellent written communications skills with specific experience of writing policy consultation responses and documents in plain English and to a high standard.
- Understanding of the Irish political landscape and ability to identify key levers and actors.
- Experience writing press releases, pitching to the media and dealing with journalists.
- Proven capacity to produce high-quality written work to tight deadlines.
- Capacity to work independently and on own initiative, while also integrating effectively into a small high-performance staff team.
- Excellent organisational and administrative skills, including strong computer literacy.
- Ability and willingness to challenge and think outside the box.
- Innovative thinking, creativity and ability to identify and seize opportunities.
- Flexibility, determination and a positive attitude.

## **Desirable experience and competencies**

- Experience of facilitating stakeholder group consultations.
- Experience working with civil servants in Department of Rural and Community Development; Department of Employment Affairs and Social Protection; and/or Department of Health.
- Experience of working in a public affairs agency environment with a perspective from beyond the non-profit sector.
- Experience in restricted fundraising, specifically developing and writing successful funding applications.

## Benefits

- 25 days annual leave (two to be kept for Christmas–New Year when office closes) with an extra day added per year of service up to three years.
- Four days paid leave per annum to volunteer.
- Four weeks work from anywhere policy.
- Access to employee pension scheme on completion of probation, matched by the organisation up to 5%.
- Training and development budget ring fenced for each employee.
- Cycle to work scheme.
- Employee Assistance Plan.

## Further information

We value diversity and aspire to reflect this in our workforce. We welcome applications from people from all sections of the community, irrespective of race, ethnicity, gender, age, disability, sexual orientation, religion, or belief. This role requires applicants to have the right to work in Ireland and requires the post holder to reside in Ireland.