

Policy & Programme Officer

Family Carers Ireland (FCI) is the national charity supporting family carers across the country who dedicate their lives to caring for loved ones such as children or adults with physical or intellectual disabilities, frail older people, those with palliative care needs or those living with chronic illnesses or addiction. We provide a range of supports and services for family carers nationally from our local support centres.

 Remotely initially, with a view towards establishing a hybrid model of work at an FCI Centre.

 37 hours per week. **Must be available to travel to Dublin or other locations as required.**

JOB SUMMARY

A strategic objective of Family Carers Ireland is to improve public policy for family carers. The Policy and Programme Officer will support our policy development work, ensuring that this work is evidence based and incorporates the views and experiences of family carers.

The Policy and Programme Officer will have a particular focus on developing FCI's work in relation to advancing disability policy, specifically in relation to two key areas:

- **Supporting family carers of children with additional needs:** will include but not limited to advancing policies in relation to educational supports; Home Tuition; respite; SNA's; transitioning to adult services; CAMHs; Assessment of Need; Summer Programme; school transport; hospital and therapy waiting lists and other areas as required.
- **Supporting family carers of adults with a disability:** will include but is not limited to advancing policies in relation to the provision of appropriate respite; Assisted Decision Making Capacity Act; home supports; residential care; Personal Assistance hours; housing; Disability Act 2005; UNCRPDs and other areas as required.

ROLE CRITERIA

The successful candidate should possess the following criteria:

- Masters level qualification in health, social policy, sociology, human rights or a related discipline;
- At least 3 years' experience working on Irish health, disability or social care policy;
- Proven experience of planning and producing policy documents;
- Proven record of producing accurate and high-quality work to tight deadlines;
- Proven ability to communicate effectively verbally and in writing to different audiences;
- Understand, support and drive the vision and mission of Family Carers Ireland;
- Excellent IT skills- mainly MS Word, Excel, Outlook, PowerPoint, CRM etc.;
- Experience and confidence using virtual technologies such as Zoom, Teams and videoconferencing platforms;
- Proven networking skills;
- Flexibility in attitude and approach to the job;
- A strong work ethic;
- Have excellent interpersonal skills with a proven ability to work collaboratively;
- Ability to multi-task in a very fast-paced work environment;
- Driving licence, with access to car.

Terms & Conditions: Permanent contract, full-time role (37 hours per week across Monday - Friday). Can work remotely initially with a view towards establishing a hybrid model of work at an FCI Centre. Flexibility to travel to meetings as required is essential. The remuneration for this role includes a salary of €43,260 and access to a defined contribution pension scheme. The annual leave entitlement is 26 days per year.

Application Process - Applicants are invited to submit their up-to date CV and cover letter demonstrating how they meet the above criteria to recruitment@familycarers.ie no later than 24th March 2025.