



The Irish Association
of Non-Governmental
Development Organisations

Position:	Interim Head of Policy & Advocacy - Maternity Cover
Duration:	Up to 12 months
Reports to:	CEO
Location:	Dublin office with Hybrid working
Date posted:	29 th November 2023
Start Date:	20 th February 2024

Application process

Please send CV and cover letter outlining suitability for the role by email to Anna Farrell, anna@dochas.ie.

Closing date: 9am on 18th December 2023

Interview process: Early January 2024

Should you wish to discuss this role in detail please contact jane-ann@dochas.ie.

1. Background

Dóchas connects, strengthens and represents a network of international development and humanitarian organisations who have a shared vision of a just, sustainable and equal world. Dóchas unites 58 organisations, ranging from small specialist charities to large international NGOs with a worldwide presence. Our members are committed to human rights, justice and the eradication of poverty, and demonstrate this through their work in international development, protection, humanitarian assistance, sustainability, education and inclusion. Dóchas members value collaboration and believe that through working together, we can achieve our collective goals. There is a willingness among members to collaborate more systematically, share capabilities and engage in a network where we can learn and act together. The over-arching objective in our [strategic plan \(2022-2026\)](#) is to develop a strong and dynamic network that enhances opportunities for connection, coordination and collaboration.

2. Purpose of the Role

Dóchas' strength lies in combining policy and advocacy expertise and the experience of our members with our convening power, to exert collective influence. Dóchas members and their partners are responding to multiple crises stemming from conflict, climate change and food insecurity. Addressing these challenges requires a long-term approach, and Dóchas engages with key stakeholders including the Department of Foreign Affairs, Irish parliamentarians and international networks and alliances to advocate for those most affected, and to call for commitments to be met. A changing political environment in 2024 will accelerate the need to build political support for international development among MEPs, parliamentarians and other key stakeholders.

This role is responsible for developing strategic and propositional policy asks, ensuring a progressive contribution to the issues we seek to address. This involves engaging and mobilising members to use their voice to highlight the issues and building political support for international development among parliamentarians.

3. Key Responsibilities

The key responsibilities of this interim role include:

- Develop our key policy themes and asks
 - Humanitarian Funding
 - Sustainable Food Systems and Food Security
 - Climate – Programming, Funding and operational
 - Root causes of conflict
- Lead the Dóchas Pre-Budget submission process, development and engagement.
- In consultation with Dóchas members, lead on the development of briefing material, talking points, and key messages for external engagement.
- Identify, build and strengthen relationships with TDs, Senators, MEPs and advisors that result in political champions for international development and humanitarian action.
- Identify opportunities for Dóchas and its members to engage with political actors and advance key asks.
- Identify policy influencing opportunities and engage with decision-making processes in Ireland and at the EU level through civil society networks and initiatives.

- Lead the implementation of the Dóchas political engagement strategy and ODA/Pre-Budget campaign, working closely with the Dóchas team and Dóchas members.
- Provide high quality political analysis in the context of upcoming elections.

4. Requirements:

Relevant Background & Experience

- Minimum of five years' experience of working in policy, advocacy and or/political engagement; previous experience in policy analysis and development is essential.
- Excellent political insight and judgement with good understanding of the Irish parliamentary processes and the opportunities these present for influencing.
- Understanding and interest in foreign affairs and economic development and how development works within that.
- A strong networker and collaborator.
- The post-holder needs to be dynamic, confident and efficient, capable of building relationships of all parties, their staff, officials and civil servants.
- Sharing of knowledge, advocacy expertise, and contacts while working in a collaborative environment.
- Strong planning and organisational skills, with an ability to meet deadlines, manage multiple demands and competing priorities while maintaining high-quality standards.

5. Terms & Conditions

Salary Bandwidth:	€55k- €62k depending on experience.
Nature of contract:	This role is a full time, 40 hours per week. Normal office hours are 09:00 – 17:00 including one paid hour for lunch. A part time position will be considered (pro-rata).
Holidays:	25 days annual leave plus Good Friday, and half day Christmas Eve (pro-rata)
Hybrid Policy:	Core days of Tuesday & Wednesday in Dublin office with flexibility for events/key meetings on other days.

Please Note: This document is not intended to be an exhaustive job description - it serves only as an overview of the role.