

Background and Context

Ireland's national organisation for one-parent families is recruiting a part-time **Social Policy Analyst** for 2018. One Family is Ireland's organisation for people parenting alone, sharing parenting or separating. We provide support, information and specialist family support services to all members of all one-parent families, as well as to those experiencing an unplanned pregnancy and to professionals working with one-parent families. One Family's vision is that every family in Ireland will be cherished equally, and will enjoy the social, financial and legal equality to create their own positive future.

One Family is at the forefront of policy and research on issues relevant to one-parent families, those sharing parenting and families in transition; and associated areas including education, housing, poverty, family law, employment and others. We are regularly invited to participate in and contribute to expert panels at home and internationally.

One Family would like to recruit an experienced **Social Policy Analyst** to deliver a Practice to Policy response in line with our *Strategic Plan 2016-2018*.

Social Policy Analyst Job Description

Policy Development & Analysis

- Develop proposals for changes in public policy that will impact positively on people parenting alone, sharing parenting and those separating.
- Assess the implications of relevant economic and social trends, legislation and policy.
- Support One Family services to understand and respond appropriately to the implications of public policy impacting on them.
- To support the preparation of submissions to relevant bodies on policy positions
- Identify strategic priorities for national budget and public policy development.
- Represent the organisation in policy networks and other fora.
- Develop and maintain relationships with policy makers and influencers.
- Support One Family to lead and shape the public debate regarding family policy and other policies which impact on it, using a wide range of public & policy tools.

Other

- Attend all required staff meetings, trainings and development days.
- Participate in supervision and reviews with the One Family CEO.
- Provide support to students or interns on policy work placements
- Undertake other areas of work where necessary or as requested by the CEO.

The Social Policy Analyst will be responsible to the One Family CEO on a daily basis and will be subject to all the Policies and Procedures of One Family. The job description of the Social Policy Analyst is designed in response to a strategic planning process and is subject to change in line with the overall strategic goals of the organisation.

Social Policy Analyst Person Specification

Criteria	Essential	Desirable
Motivation and Outlook	<ul style="list-style-type: none"> • Demonstrates a commitment to One Family's vision, mission and values 	
Skills and Experience	<ul style="list-style-type: none"> • Minimum of 3-5 years experience in a similar role • Experience of partnership working with different agencies & Government departments • Strong verbal and written communication skills • Ability to present complex information to different audiences • Negotiating, diplomacy and influencing skills • Ability to initiate new opportunities • Competent IT skills, including use of MS Office and information systems 	<ul style="list-style-type: none"> • Experience of working in the voluntary sector • Management experience
Personal Qualities	<ul style="list-style-type: none"> • Effective team work skills • Excellent time management • Good initiative and creativity • Active listener • Confident and well organised • Self-motivated • Willing to undertake training and continuous personal development 	
Qualifications, relevant training and knowledge	<ul style="list-style-type: none"> • Level 8 (NFQ) minimum <p>Can demonstrate knowledge of:</p> <ul style="list-style-type: none"> • Legislation affecting one-parent families , employment and education services for one-parent families with support needs • DEASP structure and legislation • Current policy and practice in social policy as it impacts on one-parent families, employment and education opportunities for parents 	<ul style="list-style-type: none"> • Masters in Social Policy <p>Can demonstrate knowledge of:</p> <ul style="list-style-type: none"> • Family Law • Parenting and Family Policy • Equality Budgeting • Poverty Impact Analysis
Other requirements	<ul style="list-style-type: none"> • Must be willing to work flexible hours to meet the needs of the Policy service, as required including evening and weekend working on occasion. 	

Terms of Role

This is a part-time, fixed term post until January 2019 (Carer's Leave Cover). The post is for 15 hours per week on a pro rata annual salary of €35k with 11 days paid annual leave per annum. Days of work are expected to be on Monday, Wednesday and Fridays but flexibility will be required.

Candidates will be remunerated based on skills and experience. This post is subject to a probationary period and is based in One Family's offices in Smithfield, Dublin 7. One Family offers good terms and conditions to employees.

Application Process

A cover letter and CV addressing the required competencies should be emailed to Karen Kiernan, CEO, One Family at: info@onefamily.ie.

Applications should be marked clearly: Social Policy Analyst Role

Closing date for applications is 5pm on Wednesday 6 December 2017. First and second round interviews will be held on Monday 11 December and Thursday 14 December 2017 respectively.

One Family is an equal opportunities employer

This role is part-funded by the Department of the Environment, Community and Local Government through the Scheme to Support National Organisations 2016-2019.



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