



IRISH SENIOR CITIZENS PARLIAMENT
POLICY & COMMUNICATIONS OFFICER
(Part Time Maternity Cover)

Job Purpose:

To produce professionally researched relevant policy positions on issues pertinent to our work with older people in Ireland which will support, add value to and strengthen our participation in policy development and influence. To use all forms of media to promote and enhance the work of the ISCP and to create a greater awareness of the issues facing people as they age in Ireland.

Main Duties:

Policy

- **To identify and develop policy areas which will strengthen the voice and influence of the Parliament within the:**
 - Policy makers within Gov Departments
 - Community & Voluntary Pillar.
 - Age Alliance
- To respond to Government policy positions with well researched and accurate information. It is important that all our work is influenced by our member base and their experience as well as research on the issues.
- To track EU and international developments and ensure they inform our proposals where relevant.

Communications

- The development /publication of articles for media on issues of concern to Older People
- Updating website, managing social media accounts, promoting ISCP events
- Items on same for newsletter and social media.
- Develop and host webinars on agreed topics.

As part of a team to work to ensure:

- Affiliated organisations are informed on topics of interest to Older People.
- Advocacy skills are developed through information and training.
- Where appropriate and where relevant work in collaboration with key organisations.
- To service appropriate sub-committees of the Executive Committee on policy issues.

Skills

- Ability to work on own initiative and as part of a team.
- Ability to complete work in a timely manner and in keeping with agreed targets

Communication:

- Strong working knowledge of relevant media and how all types of media operate.
- Experience in writing content for social media, newsletters and information leaflets
- Associated skills for content creation tools and working knowledge of wordpress and website management.

Policy:

- To work with members to identify policy issues relevant to quality of life
- To work with members on policy development skills
- To work with groups towards a collective response and how to develop same
- Experience in developing and submitting policy papers to relevant fora.

Team to work to ensure:

- Affiliated organisations are informed on topics of interest to Older People.
- Advocacy skills are developed through information and training.
- Where appropriate and where relevant work in collaboration with key organisations.
- To service appropriate sub-committees of the Executive Committee on policy issues.

This position is funded under the Scheme to Support National Organisations administered by Pobal and funded by the Department of Rural and Community Development.