**POLICY DEVELOPMENT OFFICER JOB DESCRIPTION**

**Title of post: Policy Development Officer**

**Location: Head Office, Sherrard Street**

**Reporting: Head of Service**

**About Peter McVerry Trust:** Established in 1983 by Fr Peter McVerry, the charity works with individuals at risk of, or experiencing homelessness, in Dublin, Kildare, Laois and Limerick. Peter McVerry Trust provides a wide range of services in the areas of homelessness prevention, housing, homeless services, under 18s residential and drug treatment.

**Vision**: *“An Ireland that supports all those on the margins and upholds their rights to full inclusion in society.”*

**Mission**: Peter McVerry Trust is committed to reducing homelessness and the harm caused by substance misuse and social disadvantage. Peter McVerry Trust provides low-threshold entry services, primarily to younger persons and vulnerable adults with complex needs and offer pathways out of homelessness based on the principles of the Housing First model.

**Key Responsibilities and Duties:**

To support the Head of Service to identify, develop and align of policy, procedures and processes to support the delivery of services to Peter McVerry Trust services in the context of legislative and organisational development.

### **Job Objectives**

The Policy Development Officer will:

* Support the Head of Service in developing and carrying out the policy function with good professional practice and subject to agreed priorities.
* Demonstrate extensive knowledge of current and evolving legislation, national policy and regulatory framework and organisational policies, procedures, guidelines and protocols.
* Demonstrate experience of involvement in or leadership of policy development in a dynamic organisation.
* Assist and advise the Head of Services in the planning and provision of policy development, identifying new policy and procedure directions and develop proposals as appropriate.
* Demonstrate knowledge of those experiencing homelessness.
* Work with PMVT senior management supporting coordination of policy development work-streams.
* Provide professional leadership in the delivery of high quality work across the policy function.
* Ensure policy development is informed by best national and international research evidence.
* Support the Head of Service in review and evaluation of the effectiveness of policies and strategies.
* Support professional practice though timely responses to requests for policy and procedure.
* Develop practice handbooks and guidance to support the implementation of changes in policy and procedures.
* Support the design and delivery of briefing sessions on any new or amended policies.
* Deliver presentations and briefings at the request of the policy team on policy related matters.

**Management Reporting:**

The Policy Development Officer will:

* Report and provide advice on identification, development and delivery of policy.
* Maintain knowledge of current and impending legislation and the perceived impact on practice.
* Keep abreast of developments in national policies and strategies and international best practice.
* Keep up to date with organisational developments within Peter McVerry Trust.
* Contribute to formulation and review of planning in consultation with Head of Service.
* Provide service delivery reports as required e.g. service plan, annual report.
* Ensure compliance with a high standard of documentation management and the Freedom of Information (FOI) Act.
* Make the most efficient and effective use of developments in IT.

**Health & Safety**

The Policy Development Officer will:

* Comply with and contribute to the development of policies, procedures, guidelines and safe professional practice and adhere to relevant legislation, regulations and standards.
* Have a working knowledge of the Health Information and Quality Authority (HIQA) standards and the National Quality Standards Framework (NQSF) in Homeless Services as they apply to the service.

**The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.**

### **Person Specification**

Qualifications and Experience:

* Hold a relevant third level qualification suitable to the requirements of the role. (Minimum QQI Level 9).
* Have a minimum of 3 years’ relevant post-qualification experience.
* Demonstrate experience of policy development in the provision of social care services to vulnerable people.
* Demonstrate experience of delivery of user-centred social/health services in line with quality standards.
* Must have the appropriate knowledge and ability to fulfil the function of this role.

**To apply, please download Peter McVerry Trust’s job application form**

[**http://www.pmvtrust.ie/about-us/vacancies/**](http://www.pmvtrust.ie/about-us/vacancies/)

**Completed application forms should be sent to** **recruitment@pmvtrust.ie** **or to the HR Department, 29 Mountjoy Square, Dublin 1 by 10th December 2019**

**Peter McVerry Trust is an Equal Opportunity Employer**

**Peter McVerry Trust Operations Ltd Registration Number 412953 Charity Number CHY7256**