

## Vacancy: Research and Policy Manager



Hours:  
Fulltime



Location:  
Dublin, Head Office  
with Hybrid availability



Reporting to:  
Director of Services

### 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.”

### Our Vision:

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### Our Mission:

Peter McVerry Trust is committed to reducing homelessness and the harm caused by drug misuse and social disadvantage. Peter McVerry Trust provides low-threshold entry services, primarily to younger persons with complex needs, and offers pathways out of homelessness based on the principles of the Housing First model and within a framework that is based on equal opportunities, dignity and respect.

## **Key Duties**

The Research and Policy Manager will work directly with the Director of Services to co-ordinate Peter McVerry Trust current research initiatives and build the organisation's capacity for research in the area of homelessness, housing and social exclusion.

Furthermore, the Research and Policy Manager will coordinate the Research and Policy Team in the development, design, and implementation of effective, relevant, and supportive policies and procedures that respond to the needs of the Peter McVerry Trust staff and participants in an environment that has an unwavering commitment to social inclusion and reducing homelessness.

## Responsibilities

### **Delivering research**

Design, lead and manage all research projects and initiatives

Monitor all research outputs and budgetary spending, ensuring projects are delivered to the agreed deadlines and budgets

Establish strong research collaborations with third parties, including third-level institutions, NGOs, and government sectors

Ensure all research projects have a strong evidence base to inform and support PMVT service provision

Support the development of PMVT research publications to the highest standards

### **Supporting and developing PMVT research capacity**

Identify and obtain funding to facilitate the ongoing work of the department.

Collaborating with the PMVT directors to ensure strategic initiatives are being met

Support the research and information needs of other PMVT departments

Attend conferences and dissemination events that will inform the organisation's current research findings and inform the organisation's future research

### **Policy Management**

Demonstrate extensive knowledge of current and evolving legislation, national policy, and regulatory frameworks, as well as organisational policies, procedures, guidelines, and protocols.

Manage and oversee the design and implementation of policies and procedures across Peter McVerry Trust services in line with the Peter McVerry Trust policy agenda.

Ensure organisational policies and procedures are evidence-based and meet the organisational needs.

Forge partnerships with a range of research and policy experts, institutions, and other stakeholders to further encourage knowledge-generation activities.

## Personal Skills

### Qualifications

- Masters degree (QQI Level 9) is required preferably in one of the following: Sociology, Social Research, Social Policy, Social Work or Economics.
- PhD degree (QQI Level 10) is desired but not required.

### Experience

- Experience with supervision of staff or management role of researchers on different projects
- Capacity and confidence to manage multiple ongoing projects
- Demonstrable experience and knowledge in innovative research leadership and evidence-based policymaking
- Have a strong peer-reviewed research publication record
- Have excellent research and data analytics skills with advanced level expertise in relevant statistical programmes
- Have a successful track history in grant/funding acquisition.
- Excellent knowledge of issues related to homelessness, social exclusion, and social policies in housing and homelessness areas

### Skills

- Strong qualitative and quantitative analytical skills, including experience using software packages such as SPSS and NVivo
- High level of professional responsibility and integrity
- Ability to multi-task and deliver on multiple organisational/strategic priorities
- Ability to communicate effectively with colleagues and stakeholders in a constructive and approachable manner
- Excellent digital literacy, including MS Office, Teams, Zoom, and other platforms

### Hours

PMVT working hours are from 9.00 am to 5.00 pm, Monday to Friday, and this role involves 37 hours per week (excluding breaks).

Contract term and probation  
Two years fixed term contract

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**To apply please download the application form:**

**[Application Form](#)**

**Completed application forms should be sent to *recruitment@pmvtrust.ie*  
along with CV and Cover Letter**

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

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

