**Job Description: Senior Policy Officer**

Hours:

Fulltime

Reporting to:

Head of Services

Location: based in Dublin

Salary: 50,031-61,118

**Role overview**

**About Peter McVerry Trust**

**Peter McVerry Trust is a national housing and homeless charity committed to reducing homelessness and the harm caused by substance misuse and social disadvantage.**

**The charity provides low-threshold entry services, primarily to younger people and vulnerable adults with complex needs, and offers pathways out of homelessness based on the principles of the Housing First model.**

**The Purpose for the Role:**

Peter McVerry Trust is a national housing and homeless charity committed to reducing homelessness and the harm caused by substance misuse and social disadvantage.

The **Senior Policy Officer** will join the Corporate Services team, supporting PMVT to achieve its operational & strategic vision through the successful implementation of the services we deliver.

The Policy Officer will provide support across multiple projects and initiatives, playing a key role in policy development, research, and reporting. This is a fantastic opportunity for an experienced & highly organized individual to contribute to key policy initiatives, support the development of strategic plans & work closely with a variety of departments across the organisation to support the objectives of the Peter McVerry Trust.

**Responsibilities**

**Policy Development & Compliance:**

* Assess current policies & strategic initiatives to identify improvement areas, and establish a policy review plan to meet project deadlines.
* Stay informed on national policy developments, legislation, regulatory standards & trends to integrate best practices into policy development.
* Ensure that our policy outputs are accurate, well-researched and aligned with the latest developments.
* Use the CRM system to ensure evidence-based policy creation and progression
* Monitor policy and procedural implementation to ensure the new policy is securely in place and being utilised with fidelity across Peter McVerry Trust services
* Project manage each stage of the policy life cycle ensure the creation of timely and responsive policies and procedures

**Dissemination:**

* Develop training materials, conduct policy information sessions, and effectively communicate changes to employees.
* Implementing a Policy Management System in an organisation. Uploading to a policy library, tracking policy life cycle as well as policy engagement with real time reports & Dashboards.
* Provide administrative support to committees and working groups, including minute-taking and document management.
* Ensure policy design supports all individuals, including those with additional needs and vulnerabilities across all areas of service provision in Peter McVerry Trust

**Reporting & Analysis:**

* Identify and develop data and reporting systems which meet the organisational need in real-time, informative, accurate data to inform policy development using the available platforms.
* Review incoming requests & prioritizing as part of work plan.
* Conduct data analysis to identify trends, risks, and opportunities for improvement in policy development
* Draft proposals, reports, and guidelines.
* Prepare presentations and briefings for internal and external stakeholders, committees, and working groups.
* Conduct desktop research, providing analysis and insights.
* Assist in managing and evaluating various projects, ensuring progress is tracked and milestones are met.
* Provide monthly reporting on key areas of works ensuring reports are accurate and concise
* Prepare documentation for the Board and contribute to executive reports.

### General

* Assist with the organisation of meetings, conferences, and other events.
* Provide general administrative support to the Senior Management team as required.
* Represent PMVT at events, conferences, and in various partnerships to enhance visibility and foster collaborations.
* Contribute to the on-going activities of the Corporate Services Department.
* Undertake any other agreed duties to ensure the provision of the service.

**Experience Required**

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| **Key Skills & Knowledge** | **Essential** | **Desirable** |
| *Candidates will be shortlisted on the basis of illustrating in their application that they* *fulfil the following criteria.*  |
| Minimum of Degree (at level 8 of NFQ) required in in social policy or a related discipline  | √ |  |
| Minimum of 3 years of experience in a policy development or research role, preferably in the non-profit or social sector. | √ |  |
| Relevant Professional Membership accreditation  |  | √ |
| Full driving licence and use of car / Ability to meet the mobility requirements of the post |  |  √ |
| Demonstrate extensive knowledge of current and evolving legislation, national policy and regulatory framework and organisational policies, procedures, guidelines and protocols.  | √ |  |
| Proven track record of guiding & implementing successful policy & research programmes.  | √ |  |
| Strong policy development, employee engagement, and stakeholder collaboration skills. | √ |  |
| Excellent written and oral communication skills including report writing [with the ability to draft clear and concise reports, proposals, and other documents] and the ability to effectively communicate key updates and decisions to all relevant staff | √ |  |
| Ability to liaise effectively with a wide range of stakeholders in order to gather relevant details to inform policies | √ |  |
| Proficiency in Microsoft Office applications (Word, Excel, PowerPoint). | √ |  |
| Experience implementing a Policy Management System in an organisation. | √ |  |
| Excellent organisational skills and a keen attention to detail. | √ |  |
| Experience working in a social housing environment |  | √ |
| Handle conflict situations in a confident and positive manner and is tenacious in achieving objectives | √ |  |
| A proactive approach, with the ability to manage multiple tasks and priorities. | √ |  |
| Willingness to undertake further professional development | √ |  |
| Commitment to the ethos and values of Peter McVerry Trust | √ |  |

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.

**Other Information**

* **Confidentiality**: It is a condition of service that all information obtained during the course of employment, especially with regard to participants affairs is treated with the strictest confidence.
* **Equal Opportunities**: To implement Equal Opportunities into your daily practice at all times
* **Health and Safety**: To be responsible for your own health and safety and that of your Colleagues in accordance with relevant PMVT policies and procedures.

**How to apply:**

# To apply please download the application form or visit [Head Office - Peter McVerry Trust](https://pmvtrust.ie/careers/head-office/)

# [Application Form](https://pmvtrust.ie/wp-content/uploads/2024/01/PMVT-Application-Form.docx)

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

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