**Advocacy Engagement and Participation Officer**

The Alzheimer Society of Ireland works across the country in the heart of local communities providing dementia specific services and supports and advocates for the rights of people affected by dementia to quality supports and services.

Our vision is an Ireland where people on the journey of dementia are valued and supported.

A national non-profit organisation, The Alzheimer Society of Ireland is person centred, rights-based and grassroots led with the voice of the person with dementia and their carer at its core.

The Society is recruiting an **Advocacy Engagement and Participation Officer.** Location base is flexible, however regular travel (when situation allows) will be required to Dublin and across Ireland, for this reason a full drivers license is essential.

This position is **a 6 month fixed term contract** (with possibility of extension) working **part time hours (17.5)** and reporting to the **Advocacy Manager**.

We are seeking a self-starter who will be responsible for the co-ordination and development of the **Dementia Carers Campaign Network (DCCN)** and associated Regional Groups. He/she will organise the work of the members and support and enable them to carry out their advocacy work.

The ASI strives to ensure that that the voice of the person with *the lived experience of* dementia is included and promoted within the ASI and across Irish life. For this purpose the DCCN was established in 2014. Members of the DCCN all have experience of caring for a loved one with dementia. They work to raise awareness of dementia with multiple stakeholders across a variety of platforms and they advocate publically for the changes and supports needed for family carers.

He/she will work with the Committee of the DCCN to ensure the successful delivery of an agreed work programme and will be a self-starter as well as a valued member of the ASI Advocacy & Public Affairs team.

To be successful in this role you will be an excellent communicator, be experienced in working with and empowering people. You will be a strong relationship builder and you will have experience in the dementia / ageing sector.

If you are interested in applying for this post, please submit a full and up-to-date CV and covering letter explaining why you feel you could undertake this role and send it to **recruit@alzheimer.ie**

A detailed job description is attached.

Closing date for applications is: **Friday 29th January 2021.**

The Alzheimer Society of Ireland is an Equal Opportunities Employer.

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| **JOB DESCRIPTION** | |
| **Job Title: Advocacy, Engagement & Participation Officer** | **Job Holder:** |
| **Job Location: Location base is flexible**  **Regular travel will be required (when situation allows).** | **Reports to: Advocacy Manager** |

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| **Purpose of Position:** |
| The ASI strives to ensure that that the voice of family carers with the lived experience of dementia is included and promoted within the ASI and across Irish life. For this purpose the Dementia Carers Campaign Network (DCCN) was established in 2014. Its members are self-advocates and work at raising awareness of dementia to multiple stakeholders across a variety of platforms. The members advocate publically for the changes and supports needed for those caring for people living with dementia.  We are seeking an Advocacy, Engagement & Participation Officer (part-time - 17.5 hours) who will have responsibility for the co-ordination and development of the DCCN. He/she will organise the work of the members and support and enable them to carry out the work required. He/she will work with the Committee of the DCCN to ensure the successful delivery of an agreed work programme and governance of the group. He/she will be a self-starter as well a valued member of the ASI Advocacy & Public Affairs team.  The successful candidate will maintain and develop key relationships internally and externally and further develop relationships with stakeholders related to the functions and growth of the DCCN. |

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| **Main Duties and Responsibilities:** | |
| **Support the voice of family carers with the lived experience of dementia**   * Support and empower members of the DCCN to be self-advocates * Work with DCCN members to enable them to carry out duties as required * Liaise with the DCCN Committee regarding work plans and actions   **Partnership Building and Stakeholder Engagement**   * Manage and develop key relationships internally and externally * Build partnerships with external stakeholders in relation to building and developing the ‘voice’ of family carers * Ensure the voice of family carers with the lived experience of dementia is embedded within the ASI   **Development Work**   * Develop structure and governance of the DCCN * Manage budget, reporting of work, project reviews and on occasion evaluations * Develop up-to-date and relevant website and social media content   The above statements are intended to describe the general nature and level of work required from this position. They are not intended to be an exhaustive list of all responsibilities and activities required. The holder of this position is required to respond with a flexible approach when tasks arise which are not specifically covered in this job description. |

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| **Person Specification:** | |
| **Knowledge/Experience :**   |  | | --- | | * Project management skills and ability to deliver on time and within budget * Experience of managing and supporting people and projects * Experience of community development work, in particular with marginalised groups * Track record of working in partnership and building successful relationships * Knowledge of and experience in of dementia / ageing / disability landscape * Educational background in community development / social sciences / humanities / advocacy / communications or other relevant areas | | |
| **Skills/Competencies:**   * Outstanding interpersonal, communications and presentation skills * Excellent project and people management skills * Relationship building and networking skills * Ability to work on own initiative, prioritise work and manage own workload * Motivated, enthusiastic and flexible | |
| **Other Requirements:**   * Live the ASI values of respect, empathy, integrity, inclusiveness and striving for excellence * Self-starter * Team worker * Flexibility to travel * Full driver’s license | |
| **KEY RELATIONSHIPS** | |
| Internal  *Reports to:* Advocacy Manager  *Liaises closely with:* Advocacy and Public Affairs Team, DCCN Committee  *Liaises with:* Fundraising Team, Operations Team including Dementia Advisers, Irish Dementia Working Group and across departments in the ASI as required | External  HSE National Dementia Office  *Dementia*: Understand Together initiative  ASI clients and families  Family carer organisations, mental health and disability NGOs and networks |

**CERTIFICATION**

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| I certify that I have read and understand the responsibilities assigned to this position.  Signed: [Insert Job holder’ Job Title]  [Insert Job holder’ name]  Date: | I certify that this job description is an accurate description of the responsibilities assigned to the position.  Signed: [Insert Managers Job Title]  [Insert Managers name]  Date: |