

Policy Officer – National Office, Blackrock, Co Dublin / Hybrid

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

Our vision is an Ireland where people affected by dementia are valued and supported.

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

The ASI is currently recruiting a **Policy Officer** to be based in National Office in Blackrock, Co Dublin / hybrid who will report to the Research and Policy Manager. This is a permanent contract, working 35 hours per week.

The Policy Officer is responsible for supporting the development, analysis and communication of The ASI's policy positions. Key responsibilities include researching and analysing policy issues, drafting policy papers, consultation submissions and position statements, engaging with stakeholders, and managing policy projects. The role also involves monitoring policy developments, identifying emerging issues, and contributing to the development of strategic policy positions that advance The ASI's priorities.

The successful candidate will have strong analytical, writing, communication and project management skills, with the ability to translate complex information into clear, evidence-informed policy. They will work closely with colleagues across all ASI departments and build effective relationships with a range of external stakeholders, including the Department of Health, the Department of Social Protection, the HSE, National Dementia Services, members of the Oireachtas and Alzheimer Europe.

The successful candidate will be expected to carry out the role with a high level of professionalism working collaboratively with key stakeholders. Experience in public policy, law, academia, social policy, economics, political science or non-profit sector is desirable.

The Policy Officer will proactively promote the inclusion of people living with dementia and family carers in policy development, ensuring that lived experience is central to the organisations policy positions.

A degree or master's in relevant field such as public policy, law, social policy, economics, or political science and an understanding of dementia, ageing and voluntary organisations is essential.

Salary will be commensurate with the care sector, and dependent on relevant experience.

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

Closing date for applications is **5th August 2026**.

The Alzheimer Society of Ireland is an Equal Opportunities Employer.

JOB DESCRIPTION

Job Title: Policy Officer	Job Holder:
Job Location: National Office, Blackrock, Co Dublin / Hybrid	Reports to: Research and Policy Manager

Purpose of Position:

The Policy Officer is responsible for policy development, analysis and writing. Key responsibilities include drafting policy documents, engaging with stakeholders, managing policy projects and drafting responses to Irish and international consultations. Essential skills include writing skills, strategic and political awareness, relationship building, strong analytical and communication abilities and project management. This person will work closely with internal stakeholders including all ASI departments. The person will also liaise with several external stakeholders including the Department of Health, the Department of Social Protection, National Dementia Services, the HSE, members of the Oireachtas and Alzheimer Europe. The Policy Officer will also proactively promote the inclusion of people living with dementia and family carers in policy work.

Main Duties and Responsibilities:

1. Lead the development of policy positions at local, national, and international levels.
2. Provide a strong and consistent voice to ASI policy work and proactively identify and respond to emerging policy issues.
3. Analyse complex evidence and synthesise information to inform policy development.
4. Undertake policy analysis to inform The ASI's advocacy positions, consultation responses and submissions. Draft high-quality policy documents, reports, and other communications.
5. Engage with and build relationships with a wide range of internal and external stakeholders, including government departments, statutory agencies, civil society organisations, and other partners.
6. Support strategic planning and the development of policy priorities.
7. Represent the organisation in external forums, meetings, and conferences.
8. Lead and coordinate policy projects and consultations.
9. Promote the meaningful involvement of people living with dementia and family carers in policy work.
10. Monitor and evaluate national and international policy developments relevant to dementia.

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.

PERSON SPECIFICATION:

Knowledge/Experience:

- Minimum three to four years' experience in a policy, advocacy, or related role.
- Experience in a specific sector relevant to the role such as health, or human rights is desirable
- A degree or master's in relevant field such as public policy, law, social policy, economics, or political science is essential.
- Ability to conduct detailed policy reports and analyse data.
- Exceptional written and verbal communication skills, with the ability to explain complex ideas clearly.
- Expertise in planning and delivering projects on time.
- Proven ability to work collaboratively with internal and external stakeholders.
- Strong skills in Microsoft Office (Word, Excel, PowerPoint) and other relevant software.
- Flexibility to manage changing priorities and deadlines
- Understanding of the dementia landscape in Ireland is desirable.
- Belief and understanding of person-centred policy.

Skills/Competencies:

- Exceptional written and verbal communication skills
- Ability to prioritise and work under pressure and tight deadlines
- Analysis and research skills
- Organisational skills
- Communication skills, including in writing, presentations
- Relationship-building skills
- Enthusiastic and resilient
- Ability to work both independently and as part of a team
- A commitment to The ASI's values

Other Requirements:

- Self-starter
- Team player
- Relationship-builder

KEY RELATIONSHIPS

Internal

Reports to: Research and Policy Manager
Liaises closely with: Research, Advocacy, Communications, and The CEO Office
Liaise with: Operations, Risk and Compliance, Dementia Advisers, QSPD, HR, the Irish Dementia Working Group (IDWG), Dementia Carers Campaign Network (DCCN), and the Dementia Research Advisory Team (DRAT) (dependent on consultation and/or nature of policy work being carried out)

External

NGOs sector
 Wider Dementia / Older Person's Sector / Alliances
 Members of Oireachtas
 National Dementia Services
 HSE
 Department of Health / Social Protection
 Civil servants
 Academics

CERTIFICATION

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