



Job Description: Policy and Participation Coordinator

Salary	€40,368
Hours:	Full-time, 35 hrs per week
Reporting To:	Director of Advocacy and Communications
Supported By:	Research and Advocacy Manager, Communications Coordinator, Digital Media Officer, Director of Communications and Advocacy.
Term:	1-year fixed term contract, renewable subject to funding and performance
Starting Date:	ASAP
Application Deadline:	5pm, Monday August 19 th

Overview

Belong To's vision is for an Ireland where lesbian, gay, bisexual, transgender, and queer (LGBTQ+) young people are equal, safe, and valued in the diversity of their identities and experiences. We work with LGBTQ+ young people as equals to achieve our vision through youth work, changing attitudes, and research.

Our core values are those of inclusion, integrity, and respect, in an environment of honesty and openness. Our purpose is to create a welcoming, supportive, safe and fun space for LGBTQ+ young people. We are committed to collaboration and youth participation. We believe in solidarity and intersectional equality, and our work focuses on human rights and social justice. We are dedicated to continuous improvement in everything we do.

This is a dynamic role that centres on ensuring that the voice and experiences of LGBTQ+ young people are reflected in national policies and legislation. The Policy and Participation Coordinator will lead the organisation's policy function across a range of areas related to the health, safety and equality of LGBTQ+

young people including education, mental health, sexual health, trans healthcare, drug and alcohol use, hate crime, national strategies relating to the LGBTQ+ community, and international policies relating to LGBTQ+ youth. This individual would work alongside the Youth Participation Youth Worker to ensure that the voice of LGBTQ+ youth is reflected in our policy, campaigns and communications.

This role offers an exciting opportunity to join an enthusiastic and innovative team with a big impact.

Staff Benefits

Belong To provides staff members with an array of benefits and supports that increase their financial security, health, and well-being. We also support staff members to develop professionally and promote a healthy work life balance. Some of these discretionary benefits and supports include:

- Paid time off, including 26 holiday days, and following successful completion of probation access to our discretionary sick leave, parental leave, and bereavement leave schemes
- Educational assistance programmes (including paid study/ exam leave and an educational fund towards the costs of fees)
- An Employee Assistance Programme (EAP) covering you, and your loved ones.
- A death in service benefit which will pay a lump sum of x4 times your salary to your loved ones in the event of your untimely passing
- Family flexible working hours
- Hybrid Working arrangements
- Tax saver tickets and cycle to work scheme
- Staff coaching and mentoring programmes
- Staff training and development opportunities
- Staff wellness programmes
- Pension contributions (upon completion of 6-month probationary period)

Key Responsibilities and Duties

Policy (70% of role)

- Lead the organisation's policy function across a range of areas related to the health, safety and equality of LGBTQ+ young people including education, mental health, sexual health, trans healthcare, drug and alcohol use, hate crime, national strategies relating to the

LGBTQ+ community, and international policies relating to LGBTQ+ youth.

- Write policy papers, legislative positions, submissions and briefings for internal and external stakeholders that are clear, persuasive and evidence based.
- Conduct policy reviews for external organisations on the areas of diversity, equality and inclusion as required.
- Support the members of Belong To's national network to engage in the policy-making process.
- Keep up to date of all policies in areas of government strategies and standards that are relevant to the progressing LGBTQ+ equality and brief relevant staff members on such.
- Represent the organisation at key Irish networks and policy groups as appropriate, advocating for and advancing the health, safety and equality of LGBTQ+ youth.
- Support the work of the Communications and Advocacy team, including the organisation's research function, to support legal and policy aims.
- Contribute to the organisation's strategy to influence decision makers on LGBTQ+ topics based on analysis and evidence.

Youth Participation (30% of role)

- Roll out the Youth Engagement Strategy in collaboration with the Youth Participation Officer.
- Coordinate Belong To's Youth Advisory Panel including engaging with the YAP, organising events and training for the YAP and ensuring their voices shape Belong To's work in policy, campaigns and communications.
- Ensure that the views of LGBTQ+ youth are heard, articulated and amplified in the organisation's policy work through consultations and focus groups with young people.

Please note, the Youth Participation element of this role is supported by the Youth Services Department and the Youth Participation Officer within that department.

Note

This job description is not a definitive list of tasks; rather it is designed to give an overview of the job. It is envisaged that the post-holder will use their own initiative and develop the job under guidance so that the organisations aims are achieved. It should be noted that the organisation is dynamic and fast paced and it may be necessary to step beyond the areas outlined above to support others from time to time.

Functional Competencies

Essential

- At least three years' experience in a policy, advocacy or social change role.
- Qualification in relevant discipline e.g. law, politics, social policy, equality studies.
- Experience writing submissions and reports.
- Knowledge of the policy environment within which Irish NGOs operate.
- Outstanding written and verbal communication skills with the ability to distil complex information in writing.
- Excellent interpersonal skills and ability to liaise effectively internally and externally.
- Experience in project management with a proven track record in delivering on objectives.
- Results focused with strong administrative and organisational skills.
- Ability to work calmly under pressure while ensuring accuracy and attention to detail.

Desirable

- Knowledge and understanding of human rights, in particular the human rights of the LGBTQ+ population.
- Experience in youth participation or working with young people.
- Experience of lobbying and advocacy work at a national or international level
- Knowledge of the charity sector.

Behavioural Competencies

Stakeholder Focus

Ensuring a 'stakeholder focussed' approach is implemented in own department. Systematically analyses stakeholders' information and feedback.

- ◆ Understands and keeps up to date on wider issues at local and national level that may have an impact on the service provided.
- ◆ Is proactive, benchmarks, applies best practice, seeks service improvement.
- ◆ Ensures systems are in place to communicate relevant information to others either within own department/team or to other groups, or to colleagues.
- ◆ Manages the process of reviewing policies and procedures to improve satisfaction with the service provided within the scope of own department or project.
Ensures the development and implementation of agreed improvement plans which could benefit stakeholders.

Level 4

Planning & Organising

Contributes to the development of organisation planning. Project management of operational plans. Monitor's progress and ensures that corrective action is taken to meet targets.

- ◆ Identifies critical tasks and deliverables and obtains or organises necessary resources and support to achieve operational objectives.
- ◆ Negotiates the prioritisation of work targets and resources, and monitors effectiveness.
- ◆ Works with team / others to develop plans for department going forward, both short-term and long-term (where appropriate).
- ◆ Analyses and reviews performance as appropriate.

Level 4

Drive for Results

Contributes to the identification of stretched objectives for delivery. Ensures processes and procedures are in place for the delivery of the service.

- ◆ Is accountable for the delivery of key department objectives (where appropriate). Sets SMART objectives for self / team (where appropriate).
- ◆ Regularly reviews progress of plans to redirect action when necessary to achieve targets.
- ◆ Strives to raise performance levels of self /others.
- ◆ Uses initiative and looks ahead, considers external developments relevant to own department, identifying trends and emerging patterns when making recommendations to others.

Level 4

Effective Communication

Communicates persuasively and confidently both to external and internal groups/stakeholders. Plays a representational role.

- ◆ Is a persuasive communicator.
- ◆ Presents succinct, well-balanced information written and oral, with clear outcomes.
- ◆ Encourages a positive environment for constructive challenge and feedback.
- ◆ Creates an environment where people are encouraged to communicate openly.
- ◆ Shares relevant information concerning strategic / long term plans with colleagues/own team.
- ◆ Develops proposals and reports in a style and language necessary to guide, inform, and/or persuade in line with the organisation's protocol.

Level 4

Decision Making and Problem Solving

Analyses, assesses, resolves / makes recommendations on complex problems. Proactively solves problems to affect change, makes informed decisions. Takes responsibility and is accountable.

- ◆ Fully scopes out problems, taking into consideration impact within own department and across the organisation.
- ◆ Resolves problems where there is a range of information, or diverse, partial, and conflicting data.
- ◆ Looks ahead and considers external developments, identifying trends and emerging patterns when making important decisions.
- ◆ Equips people to make decisions. Ensures that individuals working in own department have sufficient information and guidance to make effective decisions.
- ◆ Makes informed decisions considering potential implications
- ◆ Consults collaboratively where appropriate across the organisation when developing a solution.
- ◆ Can balance the need for decisiveness and caution.

Level 4

Thinking & Acting Strategically

Contributes to the development of key goals. Implements agreed priorities and communicates the vision to others.

- ◆ Contributes to developing the strategy within own department.
- ◆ Communicates the importance of the organisation's (department's/ team's) vision and mission to staff/others.
- ◆ Seeks collaboration with others to advance the organisation's/department's goals.
- ◆ Ensures that peers, colleagues, and self are aware of contribution to overall strategy in the organisation.
- ◆ Identifies opportunities which will benefit own department or others or the organisation as a whole.

Level 4

**Please note that listed above are the top 5 behavioural competencies applicable to this role and is not the exhaustive list of all competencies relevant to this role.*

Key Relationships

Internal	External
<ul style="list-style-type: none"> • Director of Advocacy and Communications • Advocacy and Research Manager • Youth Participation Officer • Digital Communications Officer • Communications Coordinator • CEO • Head of Operations and Programmes • Youth Services Manager • Director of Education, Training and Community Practice. 	<ul style="list-style-type: none"> • Civil servants and public officials • Other allied NGOs • Suppliers and contractors • Research partners • Media and press

Overview of Practical Arrangements

Hours and Place of work

Full-time, Monday to Friday from 9am–5pm. This post offers excellent flexibility to the successful candidate including a Hybrid Working arrangement. The nature of this post requires flexibility in the hours of work and will require occasional work in the evenings, at weekends and regular travel nationally.

The usual place of work shall be in Belong To's office at 13 Parliament Street, Dublin 2.

Holidays

In addition to the usual public holidays the annual leave for this position is 26 working days (pro-rata).

The Protection & Safeguarding of Children and Vulnerable Adults

Belong To LGBTQ+ Youth Ireland has adopted a policy to protect and safeguard the welfare of clients. The post holder will be required to follow this policy at all times and any offer of employment may be contingent on Garda Vetting and Reference Checks. A copy of the organisation's Safeguarding and [Child Protection Policy and Vetting Policy](#) is available for review on our website.

Confidentiality

Due to the nature of this work the post holder will often be party to highly confidential and very personal matters – they must therefore be committed and able to maintain the very highest standards of confidentiality at all times.

Non-Compete/ Non-Solicitation

A condition of the contract of employment offered to the successful candidate will be a restrictive covenant commonly known as a non-compete and non-solicitation clause.

Pre-Employment Health Check

The successful candidate shall be required to complete a pre-employment medical check and be certified as fit to perform the duties of the role in advance of taking up employment.

Belong To LGBTQ+ Youth Ireland is an Equal Opportunities Employer.

We are committed to an inclusive and diverse organisation. We do not discriminate based on race, ethnicity, colour, class, ancestry, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, anti-body status, marital status, family status, religious belief, membership of the Roma or Travelling community or any other legally protected status.

Data Protection and Privacy

The General Data Protection Regulation (GDPR) came into force on the 25th of May 2019, replacing the existing data protection framework under the EU Data Protection Directive. When you submit an application for a role with Belong To LGBTQ+ Youth Ireland we create a number of both paper and digital records in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data. To make a request to access your personal data please submit a request by email to privacy@belongto.org ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s). Information in relation to a candidate's personal data held by Belong To LGBTQ+ Youth Ireland are set out in our [data protection policy](#).

Shortlisting

The number of applications received for a position generally exceeds that required to fill the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Belong To LGBTQ+ Youth Ireland may decide that a smaller number will be called to the next stage of the selection process.

In this respect, Belong To provides for the employment of a shortlisting process to select a group who, based on an examination of the application forms, appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. An expert panel will examine the application forms against agreed shortlisting criteria based on the requirements of the position. The shortlisting criteria may include both the essential and desirable criteria specified for the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/ experience in your application.

As part of the shortlisting process, candidates may be selected to take part in a phone screening interview. An invitation to take part in a phone screening interview will be at the discretion of the Expert Panel and does not guarantee a face-to-face interview.

Other Important Information

Belong To LGBTQ+ Youth Ireland will not be responsible for refunding any expenses incurred by candidates.

Should the person recommended for appointment decline, or having accepted it, relinquish it, or if an additional vacancy arises we may at our discretion, select and recommend another person for appointment on the results of this selection process. A panel may be formed from which future vacancies may be filled.

Once a candidate has accepted an offer of appointment their name will be removed from the panel and no further offers of appointment will be made.

Submitting an Application

Please submit a completed application form in advance of the **deadline for applications of 5:00pm, Monday August 19th**.

Applications should be submitted by email to: jobs@belongto.org. Please include "Policy and Participation Coordinator" in the subject line of the email.

We will inform candidates who have been successfully shortlisted. We regret that it is not possible to provide individualised feedback to applicants who have not been shortlisted for interview and we kindly request that you do not call or email seeking feedback. Feedback is available for candidates called to interview.

Candidates should note that canvassing will disqualify.