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**JOB DESCRIPTION**

**Position:** Health Policy Analyst

**Contract Duration:** 11 month Fixed Term Contract – 3 days per week (with potential extension based on funding availability)

**Office Base:** Hybrid working from DFI Head Office, Fumbally Court, Fumbally Lane, Dublin 8

**Report to:** Director of Advocacy and Inclusion

**Salary:** €25,600 per annum

**DESCRIPTION:**

Disability Federation of Ireland, DFI is a federation of member organisations working with people with disabilities to implement the UN CRPD and ensure their equal participation in society.

We are seeking a motivated and enthusiastic person to join our policy and advocacy programme in the role of Health Policy Analyst. This person will work to bring about key policy change for the disability movement taking a primary focus on health-related policy. They will provide policy analysis to DFI and be an integral member of the policy team.

The successful candidate will represent DFI interests on national fora and lead innovative applied social policy projects. They will build strong working relationships with a wide range of stakeholders across the DFI membership, community and voluntary organisations, statutory agencies and third level institutions. In addition, they will build strong working relationships with colleagues in DFI, and work collaboratively to implement DFI’s Strategic Plan.

**MAIN RESPONSIBILITIES & DUTIES:**

The role will involve (but is not limited to):

* Undertake policy analysis to bring about changes in disability and health policy.
* Input to support and direct health policy implementation.
* Utilise the United National Convention on the Rights of Persons with Disabilities as a framework for policy analysis, reporting and advocacy.
* Advise and support the organisation with regard to current and emerging issues in disability policy.
* Support the preparation of accessible and succinct policy statements, papers, position documents, submissions and reports.
* Ensure the delivery of information and policy services on behalf of DFI to the highest possible standard.
* Identify opportunities to enable DFI to extend its range of policy activities and services and to enhance its contribution to the development of key policies.

**REQUIREMENTS:**

* A minimum of 3 years’ experience working in a relevant social policy field.
* A relevant degree in a related field.
* A post-graduate qualification in a related field would be viewed favourably.
* An understanding of health and/or disability policy.
* A proven track record of working collaboratively with external stakeholders.
* Experience in meeting deadlines.
* Experience of policy analysis and report writing.
* Experience of working on multiple tasks/projects at the same time.
* Experience of working as part of a virtual team.
* Ability to work flexible hours.

**PERSONAL ATTRIBUTES:**

* The ability to work on one’s own initiative and as part of a team.
* Be disciplined, applying rigor to one’s work.
* Be organised and thorough.
* Be comfortable dealing with a range of complex issues.
* Have excellent communication skills.
* Have a high level of IT skill.

This job description is intended as a summary of the primary responsibilities of this position. It is not inclusive of all duties as relevant to the role.

DISABILITY FEDERATION OF IRELAND

is an Equal Opportunities Employer.

**MAKING AN APPLICATION:**

For any queries related to this position please contact [emerbegley@disability-federation.ie](mailto:emerbegley@disability-federation.ie)

Please send a cover letter, CV **and** completed application form to [jobs@disability-federation.ie](mailto:jobs@disability-federation.ie) **by 5pm on Monday 17th April**.

**Please note:**

DFI will only contact you if you have been selected for interview.