



Job Description

Position:	Advocacy Engagement Coordinator – Disabled Persons Coalition (Part time role, 3 days per week)
Tenure:	2-year fixed term contract
Organisation:	Disability Federation Ireland (DFI)
Location:	The role is based in the main office of DFI in Dublin City Centre. It is a hybrid working role, with a blend of in-person and remote working. DFI can accommodate flexible working hours; the successful candidate must be available to work out of normal working hours to facilitate evening meetings. The position may entail occasional travel
Reporting to:	Emer Begley, Director of Advocacy
Salary:	€29,216 for 3 days per week.

Overview of DFI

Our mission as a federation is to work with our members, disabled people, allies, and the state to drive full inclusion and equity.

Our vision is an Ireland where disabled people shape their own lives and take part in their community with equality, inclusion and independence.

Our five values guide how we work: Respect, Inclusion, Fairness, Empowerment, and Collaboration

More information about DFI can be found at www.disability-federation.ie

DFI is an Equal Opportunities Employer

Role Purpose

We are seeking a suitably qualified person to fill this exciting new role of Advocacy and Engagement Coordinator. The role will focus on the coordination of the Disabled Persons' Coalition, which is a new programme, in line with our new [Strategic Plan](#).

The aim of the Coalition is to provide and coordinate a platform to identify, inform, and drive issues of relevance to disabled people. The coalition will include a diverse group of disabled people who identify and campaign on issues relating to disability equality and rights.

The Coalition will be facilitated by DFI, providing secretariat support, facilitation, and other tasks to enable its successful running.

To commence this critical work, we are seeking a motivated person to coordinate and support the work of the Coalition.

The coordinator will work with the Coalition on developing an annual workplan and supporting delivery of the plan throughout the year.

The Coalition is self-directed while connected into DFI governance structures. It will operate with a strong working relationship with DFI and in partnership with DFI's advocacy programmes. It will work closely with DFI programmes across policy, communications and membership. In addition, the Coalition will build strong working relationships with a wide range of external stakeholders.

Context for the New Role

The role is being filled in conjunction with DFI's Strategic Plan. It will support implementation of the United Nations Convention on the Rights of Persons with Disabilities; specifically in line with Article 29 - to promote actively an environment in which persons with disabilities can effectively and fully participate in the conduct of public affairs, without discrimination and on an equal basis with others, and encourage their participation in public affairs.

The context for the role is also guided by Article 4 'General Observations' of the UN CRPD. In particular Article 4.3 where it states, "in the development and implementation of legislation and policies to implement the present Convention, and in other decision-making processes concerning issues relating to persons with disabilities, States Parties shall

closely consult with and actively involve persons with disabilities, including children with disabilities, through their representative organizations.”

The role will also support commitments in the National Human Rights Strategy for Disabled People under Pillar 3, Commitment 9 – Participation in Public and Political Life “to enable disabled people to have meaningful engagement in political life and public fora and to actively engage in elections on an equitable basis as citizens”.

Main Duties and Responsibilities

The core responsibilities of this role are to:

- work initially with a group of disabled people to **co-design the structure and function** of the Coalition, including development of its Terms of Reference.
- play a key role in **establishing the Coalition**, and determining the format and processes connected to it.
- work collaboratively with Coalition members to **develop annual work plans**, agree advocacy goals, and review their progress throughout the year.
- provide **inclusive secretariat support** for the Coalition, including organising meetings, induction of new members, preparing documentation and other materials as required; support the preparation of accessible documentation and materials.
- **facilitate the effective operation** of the Coalition by fostering a positive, inclusive and collaborative working environment for members.
- **build and manage relationships** with external stakeholders to build trust in the Coalition as an effective and informative group to influence disability policy.
- **undertake advocacy activities** to promote the Coalition’s priorities.
- work closely with DFI colleagues to ensure **partnership based** relationships.

- collate and present relevant **information on the policy and rights** landscape (as relevant to the Coalition advocacy priorities) ensuring members are informed on emerging opportunities and ongoing issues.
- support the ongoing development of meaningful lived experience engagement and participation across DFI.
- identify opportunities for the Coalition and provide support to Coalition members in related activities.
- support Coalition members to **enhance their political participation** in line with the UN CRPD.

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

Role requirements and criteria:

Candidates must have:

- a minimum of three years' experience working in a relevant field, promoting and progressing a rights agenda.
- a relevant degree, or relevant lived experience or professional experience in a related field.
- a strong understanding of disability rights, the social model of disability and the barriers faced by disabled people.
- experience of working collaboratively, with diverse groups and individuals.
- experience in facilitating groups.
- experience in building relationships.
- experience of coordinating events and projects.
- excellent organisational and administrative skills.
- strong interpersonal and communication skills.
- experience of working on multiple tasks/projects at the same time.
- experience of working as part of a virtual team.
- a willingness to work flexible hours.

How to Apply

A cover letter and CV should be sent to jobs@disability-federation.ie

The closing date for applications is Monday 10th August.

Applications are treated with the strictest of confidence. A shortlisting process may be undertaken. Applications received after the stated closing date will not be considered.

Please note that the role will be subject to Garda Vetting.

For any **queries** relating to this role please contact emberbegley@disability-federation.ie in advance of the closing date

It is expected that interviews will be held on the 25th/26th August.

DFI is committed to equality of opportunity, and to promoting an inclusive work environment. We are an equal opportunities employer, and we particularly welcome applications from disabled people. We are committed to providing reasonable accommodations, so that we can support disabled people to participate in this recruitment and selection process. Please contact us at jobs@disability-federation.ie to let us know if you require reasonable accommodations in the selection process, and we will provide these to meet your needs, insofar as possible.