

**Job Title:** Legal and Policy Officer (Maternity Cover)

**Job Purpose:** The Legal and Policy Officer is an integral member of the Legal and Policy Team. The Legal and Policy Officer will lead, monitor, develop and advocate for Alliance positions that will further the objectives of the Strategic Plan

**Leadership and management**

- Lead and manage legal and policy projects for the Alliance in accordance with best project management practice, within budget and in accordance with agreed timelines
- Actively contribute to strategic planning, work planning, budgetary and evaluation activities

**Legal and Policy Activities**

- Prepare legislative, policy and consultation-based submissions as well as research documents that analyse and highlight gaps in the protection of children's rights under international human rights law together with identifying recommendations/solutions to close those gaps
- Monitor international developments at United Nations (UN), European Union (EU), Council of Europe (COE) level together with domestic developments in children's rights
- Advise the Alliance on areas of law, policy and practice where children's rights need to be strengthened
- Advise the Alliance on potential opportunities to positively impact on and influence the realisation of children's rights in Ireland
- Advise the Alliance on the potential use of international, legal, administrative and other remedies aimed at implementing the UN Convention on the Rights of the Child in Ireland
- Take part in advocacy and public affairs activities to promote Alliance legal and policy positions aimed at implementing the UN Convention on the Rights of the Child in Ireland

### **Communications, Advocacy and Representation**

- At the request of the Chief Executive and/or the Legal and Policy Director, represent and promote Alliance positions at national and international fora
- At the request of the Chief Executive and/or Legal and Policy Director, liaise with key decision makers, statutory, voluntary bodies, international organisations, practitioners, academia, other NGOs and members

### **Organisational Development**

- As a member of the Legal and Policy Team, assist in the development and implementation of organisational policies and plans
- Assist the Legal and Policy Director to prepare reports for the Alliance Board, funders and donors

### **Other**

- Act in accordance with the objectives and ethos of the Alliance
- Undertake other duties as may be reasonably required from time-to-time

### **Experience and Knowledge:**

#### *Essential*

- Degree in relevant discipline, preferably a Master's Degree or higher in human rights
- Experience of researching and preparing research documents and reports as well as drafting legal, legislative, policy and consultation submissions
- Ability to demonstrate strong research, analytical and writing skills, including accessing information quickly and strategically
- Demonstrated understanding of human rights and their application to Ireland
- Knowledge of legislation, policies, practice and services affecting children in Ireland
- Excellent knowledge of the Irish legal and political systems, as well as the policy environment

### **Skills and Special Aptitudes:**

- Excellent research, analytical and critical evaluation skills
- Excellent communication skills, in particular, report writing and presentation skills
- Excellent organisational skills and ability to manage a complex work load
- Excellent interpersonal skills, with particular reference to working with a wide range of stakeholders
- Ability to work to tight deadlines
- Ability to work well within a small dynamic team
- Standard office ICT skills
- A commitment to the values of the Children's Rights Alliance

**Location:** Offices of the Children's Rights Alliance, 7 Red Cow Lane, Smithfield, Dublin 7

**Reporting to:** Legal and Policy Director

**Terms:** This is a full-time seven month appointment covering maternity leave with a six month probationary period. This may be extended. The salary for this position is set at €36,000.