

RECRUITMENT PACK

DIRECTOR OF ADVOCACY & RESEARCH

JULY 2023

1. About The Wheel

The Wheel is Ireland's national association of community and voluntary organisations, charities and social enterprises. We are a registered charity in Ireland and are unique in our role as a 'one-stop-shop' for anything related to the charity and non-profit sector.

'Our Vision is a thriving community and voluntary sector at the heart of a fair, just and inclusive Ireland.'

We are an authoritative and trusted voice for the sector, and we are enthusiastically committed to transparency, accountability, and the highest standards of practice and governance. Together, we work to ensure that the sector is recognised and respected, adequately resourced and appropriately regulated.

Learn more about who we are here <https://www.wheel.ie/>

2. The Opportunity

In May 2023, The Wheel Director of Public Policy took over as CEO of The Wheel. As a result, we now have a unique leadership vacancy at the senior management level in an organisation that provides leadership for a whole sector.

The ideal candidate will be highly experienced in developing and implementing policy and strategy. They will be comfortable using their expertise as the basis for engaging with members, regulators and public policy-makers to advance The Wheel's strategic objectives.

By joining The Wheel as one of our team, you will become part of a movement of people and organisations who believe that by working together we can shape Ireland's future.

3. The Role

Position:	Director of Advocacy & Research
Location:	Dublin (& hybrid)
Reports To:	Chief Executive Officer
Line Manager For:	Policy, Research and Campaigns teams

ROLE PURPOSE:

Reporting to the CEO, the Director of Advocacy & Research provides strategic leadership and direction to The Wheel across its work, with a particular focus on public policy, research campaigns and engagement with a wide range of stakeholders including members, and policymakers influencing change at both national and local levels.

As a member of the Senior Leadership Team, we would expect the post holder to bring a blend of strong communication, people and leadership skills. They will also have the strategic and relationship management expertise to manage a dynamic and complex environment involving a range of stakeholders both internal and external to The Wheel.

WORKING RELATIONSHIPS:

The Director of Advocacy & Research will work alongside the CEO, and other Directors and managers contributing to the general direction and management of the work of The Wheel.

The post holder will be expected to develop and maintain positive professional relationships with colleagues, board and subgroup members and a range of external stakeholders, commercial and other organisations including community and voluntary organisations in pursuit of the interests of The Wheel.

As The Wheel is a membership organisation all post-holders are expected to provide leadership and support to members.

MAIN RESPONSIBILITIES & DUTIES:

- Develop and maintain general public-policy expertise on all significant issues relating to the community and voluntary sector in Ireland and participate in structures and processes such as the Community and Voluntary Pillar, the National Economic Dialogue and pre-budget processes/campaigns. Represent The Wheel as and when required in external stakeholder engagement processes
- Direct and support the work of the research, campaigns, and member/policy engagement functions, managing the team, and coordinating the production of annual plans including by
 - Identifying and managing a programme of research on sector priority issues.
 - Supporting the development of a dynamic and responsive member-engagement offering, leading and participating as required in member policy forums and other modes of engagement
 - Supporting the identification of campaign themes and the development and roll out of compelling and engaging campaigns
- Oversee and organise the production of regular policy-related communications (including an engaging policy section of the website) to members, stakeholders and the media and act as deputy spokesperson as and when required.
- Coordinate the work of the Policy Subgroup of the Board
- Work with directors and managers to maintain cohesion in public-policy work across the organisation
- Support the CEO in advancing public policy and public affairs objectives/work generally and in developing and maintaining contacts with politicians and the political system in general.

Leadership

- Influencing and offering strategic advice and support to The Wheel members, board of directors and relevant sector wide Committees.
- Lead and support the representation of The Wheel at various public policy spaces and support the development of relationships with sector leaders

- As a member of the senior Leadership team, proactively support the achievement of The Wheel's mission, and implementation of the organisation's strategy and the work of the CEO.
- Lead and support an engaged high-performance team across all assigned staff and contractors in accordance with The Wheel's HR strategy, values, and culture.

PERSON SPECIFICATION

Experience

- Track record of managing multiple streams of work with strong planning and organisational skills.
- Experienced people manager.
- Experience within a not-for-profit environment would be advantageous.
- Political acumen, sound judgement and a strategic mind-set and a good understanding of the importance of The Wheel's role in the sector
- Experience in representational, public policy, public affairs and advocacy would be advantageous

Education, Qualifications & Training

- Relevant third level qualification

4. Behavioural Competencies

The Wheel uses a Behavioural Competency Framework as a key cornerstone of its performance management processes. The priority behavioural competences identified for this role are:

- **Leadership:** Seek and find new approaches and options to reach organisational goals and motivate others towards those goals. Communicates 'where to' with clarity and zest. Creates an inspiring vision of the future and stirs others to join in.
- **Adaptability:** Communicates clearly about changes, helps others to understand and to cope, anticipates and handles resistance appropriately. Involves others early, creates shared view and reasons for the changes, balances timing to suit organisational and personal needs. Open, direct embracing of changes and leads by example
- **Collaborative Working:** Leads formal and informal teams in a way which values the diversity of experience and opinions and builds a sense of 'team'. Provides encouragement to colleagues after setbacks. Helps others to work collaboratively. Creates a friendly work environment where any conflicts can be resolved amicably, sets up opportunities to work across teams, and speaks positively about working together
- **Quality:** Acting as a role model, drives commitment to high quality work and ensures this through quality review processes. Accesses external feedback and disseminates internally. Engages in root cause analysis.

5. Key information about this role:

- This is a full-time permanent position with The Wheel. The Wheel's offices are located in Dublin 2. This contract is for a 36-hour week and salary is payable monthly in arrears.
- The Wheel both offers and expects flexibility in terms of hours and location of work for a role such as this and the remuneration and benefits package offered reflects this.

- This role requires the post holder to attend in-person meetings in Dublin and elsewhere on a regular basis.
- Additionally, the role may require participation in meetings which can occur in the evenings and on weekends. Travel outside of the office is reimbursed according to our expenses policy.
- The annual gross salary for this role will be in the upper quartile of the range for the Director level posts within The Wheel i.e., €62,990-€85,222, depending on the knowledge and experience of the person who occupies it.

The Wheel offers the following benefits in addition to salary

- A 6% employers' contribution to a company contributory pension scheme (subject to a 4% employee contribution)
- Annual Leave of 25 days
- Closure of the office on Good Friday, Christmas Eve and the entire Christmas / New Year period which comes additional to annual leave entitlement
- Death in Service benefit of four times salary
- Further Education / Training and learning investment programme
- Professional subscriptions (as applicable)
- Travel (bike-to-work schemes/tax saver commuter tickets)
- A 'hybrid working pilot' was introduced in May 2022. Blended working will be available to all employees.

A complete list of all the terms and conditions will be made available to the candidate offered the role through The Wheel's Staff Handbook.

The Wheel is an equal opportunities employer. Shortlisting will apply.

How to Apply

- Closing date for applications: **Sunday 13th August 2023 at 5pm**
- First interview date: **Wednesday 23rd August 2023**
- Second interview date: **Thursday 7th September 2023**

Late or incomplete applications will not be accepted.

• [Apply here](#)

- Applicants should submit a CV, detailing relevant experience, along with a covering letter /personal statement demonstrating the following
 - Why you have applied for this position,
 - The skills you would bring, and
 - How you meet the requirements of this post.
- Applicants will be short-listed on the basis of the information supplied.
- Interviews will take place, in person, at The Wheel Office at 48 Fleet Street, Temple Bar, Dublin 2.

Points of note

- The Wheel is an equal opportunities employer.

- The above information serves only as a guide to the advertised position. The Wheel, at its discretion, reserves the right to change this prior to appointment.
- Please note if you are invited for an interview, we will share your personal data with 1) Any virtual service provider we use to host the interview; and 2) the interview panel (if applicable). Your information will be stored for this purpose in line with our data retention policy
- Should the person recommended for appointment decline, or having accepted it, relinquish it, or if an additional vacancy arises, The Wheel may, at its discretion, select and recommend another person for appointment on the results of this selection process