



## Job Description: Senior Manager of Advocacy & Public Affairs

### About Us

Dublin Simon Community works to make home a reality for people experiencing homelessness. We provide frontline services across Dublin and the surrounding regions, combining deep practical insight with evidence-based advocacy. We are a respected voice in national policy discussions and work closely with Government, local authorities, and sector partners to drive meaningful, systemic change. Joining us means contributing to work that has real impact for some of the most vulnerable people in our society.

### About the Role

The Senior Advocacy Manager of Advocacy & Public Affairs will lead the organisation's advocacy, lobbying, policy, research and public affairs agenda to influence national decision-making and improve outcomes for people experiencing homelessness. This is a senior strategic role responsible for shaping policy positions, building strong relationships across Government Departments, elected representatives, and key stakeholders, and ensuring the organisation's voice is credible, evidence-based, and impactful. The role is also responsible for the delivery of advocacy and research work plans including policy positions, advocacy campaigns and lead in the coordination of research programmes.

The role reports to the Director of Advocacy & Compliance and will lead the research and policy functions, while working closely with the Senior Management Team and wider management group. Performance will be assessed against agreed objectives and delivery of the departmental scorecard.

**Contract Type:** Permanent

**Hours of Work:** 37.5 hours per week, 9 to 5:30pm, Monday-Friday

**Location:** Smithfield, Dublin. Hybrid working available.

**Salary:** €60,000 to €80,000 to depending on experience.

### Key Responsibilities

#### Advocacy, Lobbying & Public Affairs

- Lead the development and delivery of the organisation's advocacy and public affairs strategy.
- Build and maintain strong relationships with Oireachtas members, political advisers, Department officials, and statutory agencies.
- Anticipate and influence policy developments, political priorities, and legislative changes relevant to the sector.
- Represent the organisation at national forums, cross-sector working groups, and consultative bodies.
- Prepare strategic briefings, position statements, and submissions for Government, Oireachtas Committees, and consultations.

#### Policy & Research Development

- Lead on drafting policy papers, evidence-based advocacy documents, and organisational position statements.
- Synthesize research, practice experience, and data to develop strong, coherent policy arguments.
- Ensure organisational policy positions are consistent, accurate, and reflective of frontline insight.
- Direct and support the work of the research, campaigns, and policy engagement functions, managing the team, and coordinating the production of annual advocacy and research work plans.
- Identifying and managing a programme of research on sector priority issues.
- Work closely with internal teams (services, research, communications) to gather evidence and shape policy recommendations.

#### Stakeholder Engagement & Influence

- Develop and manage strategic relationships with key national stakeholders including:
  - Government Departments (Housing, Health, Social Protection, Children, Justice)
  - Local Authorities
  - NGO partners
  - Research bodies and academic partners
  - Relevant national networks
- Act as a credible spokesperson for the organisation, providing expert commentary when required.

#### Campaign & Communications Support

- Collaborate with the Communications team to design advocacy campaigns, messaging, and public engagement initiatives.

- Support media responses, press statements, and interviews from a policy/advocacy perspective.
- Craft compelling narratives and clear key messages for use across public platforms.

### Leadership & Management

- Manage a small Advocacy/Policy team (as applicable) and oversee consultants or project leads.
- Lead and manage staff ensuring targets are reached and facilitating effective team dynamics to ensure teams are performing to their maximum potential.
- Ensure service teams are supported and monitored in the delivery of collective and individual targets.
- Work to maintain a culture of transparency and excellence and ensure efficient and effective use of resources, adhering to accountability standards and systems that track effectiveness and impact.
- Support organisational leadership with political insight, risk assessment, and strategic advice.
- Prepare high-level reports and updates for the CEO, Executive Team, and Board.

### **Person Specification**

The successful candidate will demonstrate a genuine passion for social justice, equality, and improving outcomes for vulnerable groups. They will have strong experience of Irish politics and a well-established professional network across the political spectrum, Government Departments, and national stakeholders. They will be confident, credible, and comfortable engaging with senior political and sectoral leaders, and will operate in a values-driven way with strong integrity and respect for the mission of the organisation. The role requires someone who can work effectively in a fast-moving environment with sensitivity and discretion, while being proactive, self-directed, and comfortable taking ownership of strategic objectives.

### Essential Knowledge & Experience

- Significant experience in advocacy, lobbying, public affairs, research or policy development within Ireland.
- Min 5 years' experience of working in a relevant management post.
- Proven track record of influencing Government, political stakeholders, and/or senior civil servants.
- Strong understanding of political, legislative, and public policy processes in Ireland.
- Demonstrated experience drafting policy papers, submissions, or high-level briefings.
- Experience representing an organisation in high-level forums, committees, or public policy discussions.
- The post-holder does not need specific experience in homelessness or housing, candidates from other sectors are welcome.
- Ability to translate complex issues into clear, persuasive arguments.
- Experience building productive relationships at senior level across sectors.

### Desirable Experience

- Experience in social policy, social justice, health, housing, homelessness, poverty reduction, or related fields.
- Experience working within a charity, NGO, social enterprise, or public sector environment.
- Experience leading or contributing to national advocacy campaigns.

### Essential Skills & Competencies

- Excellent written communication: policy writing, briefing, analysis, submissions.
- Strong political judgement and ability to navigate complex stakeholder landscapes.
- High-level analytical and research skills, including interpreting data and evidence.
- Strategic thinking with ability to anticipate policy trends and political developments.
- Excellent interpersonal and relationship-building skills.
- Ability to influence, negotiate, and advocate effectively at senior level.
- Strong presentation and public speaking skills.
- Ability to manage multiple priorities and deliver to tight deadlines.
- Collaborative working style with internal and external stakeholders.

### Desirable Qualifications

- Degree in Public Policy, Political Science, Social Sciences, Law, Communications, Public Administration, or related discipline.
- Relevant professional training in advocacy, public affairs, political engagement, or research methods.

***Please note that we reserve the right to offer the position to a successful candidate prior to the deadline of receipt of applications and we advise that you apply early.***

***If you are unsure of any of the requirements, contact the Talent Acquisition Team on (01) 6354860.***