

JOB DETAILS

Title:	Public Policy and Outreach Officer
Duration:	Fixed term for one year
Salary band:	Coordinator €44,000-€48,000 ¹
Reporting to:	Senior Policy and Stakeholder Engagement Coordinator

BACKGROUND INFORMATION

The Irish Red Cross Society (IRC) is part of the world's largest independent humanitarian network, the International Red Cross and Red Crescent (RC/RC) Movement. The IRC is committed to and bound by, its Fundamental Principles of Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality. The vision of the Irish Red Cross is to be a leading humanitarian organisation, providing impartial services and support to vulnerable communities both at home and abroad. Our mission is to identify and deliver humanitarian assistance to those who are most in need.

Migration is a priority focus for the Red Cross and Red Crescent Movement internationally as well as for the IRC in Ireland. Ireland, along with other countries, has experienced considerably more inward migration in recent years from people in need of protection and, as a result, is challenged to respond with appropriate supports for all affected. The IRC has worked on migration for several years and is considered a key actor in responding to the humanitarian needs of refugees/migrants seeking protection and a future in Ireland, with programming in the areas of resettlement and responding to the Ukraine crisis, among others.

SUMMARY OF ROLE

The purpose of this role is to provide support on both policy/lobbying and information/outreach within the Migration Department. The role will involve maintaining a comprehensive understanding of migration policy development, as well as supporting the development of information resource materials and engaging with

¹ This role is assigned to the Job Family of: Coordinator. The Irish Red Cross has 6 Job Families: Secretary General; Senior Manager; Programme/Project Manager; Coordinator; Development & Admin; Administration.

key stakeholders, particularly hosts who provide accommodation, people who are potential hosts, and guests who are supported by our programme. The below percentages are approximate and may vary depending on organisational needs.

ROLE RESPONSIBILITIES

Policy (~20%)

- Maintain a strong understanding of related public policy and policy development in Ireland and the EU.
- Stay up to date with discussions in the Oireachtas, accurately tracking relevant information.
- Provide regular briefings to management and the wider team on current Oireachtas discussions, leading policy discourse and migration trends.
- Attend relevant meetings and working groups as required.
- Undertake desk-based research on relevant migration topics as required.
- Support management in the drafting of policy papers as needed.

Lobbying & Engagement (~15%)

- In coordination with management, draft and distribute letters to government officials.
- Support building relationship with public officials, as may be required, including support to wider organisational policy initiatives.
- Set up meetings with government officials, including support for wider organisational policy initiatives.
- Accurately record lobbying efforts in line with Lobbying Regulations.

Information (30%)

- Keep abreast of the information needs across the migration team, with a particular focus on two key stakeholders of hosts and guests.
- Prepare information resource materials for the programme, ensuring that the information is impartial, informed by research and policy, in line with Red Cross principles.
- Ensure that information materials are developed to a high communication standard, for multiple programme scenarios, and using 'plain English' guidance.
- Work closely with the Migration Communications Officer to keep the website up to date, particularly to reflect most recent policy changes and developments.



- Provide support to the Migration Office and Team Administrator in responding to stakeholder queries, particularly those relating to policy changes or developments, formulating accurate and timely organisational responses and templates.
- Attend relevant forum and Red Cross Movement meetings.

Outreach (35%)

- Work closely with the Public Policy and Outreach Officer to organise and deliver regular online webinars (with some occasional in-person events), under the oversight of the Senior Policy and Stakeholder Engagement Coordinator, ensuring that they are held to a high standard, involving a high level of preparation. This will require working outside of regular hours as sessions are delivered during the evening (approximately two evenings per month, with time off in lieu).
- Work closely with the Migration Communications Officer and the Programme Policy and Outreach Officer to promote Irish Red Cross migration programmes, particularly with potential hosts to facilitate further offers/pledges of accommodation
- Work closely with the Migration Communications Officer and the Programme Policy and Outreach Officer on maintaining a regular newsletter for hosts and guests, particularly focusing on keeping our audience informed of policy and legislative developments relevant to them.

Organisationally

- Work actively towards the achievement of the Irish Red Cross goals.
- Undertake training and development as required
- Abide by and uphold the Principles of the International Red Cross Red Crescent Movement.
- Undertake any other reasonable work-related duties and responsibilities assigned by the line manager that are consistent with the nature of the job and level of responsibility.

ROLE REQUIREMENTS

Essential Criteria

- University degree in Law, Political or Social Science, International Relations, or related is required.
- At least two years of experience working on migration or similar public policy.
- At least three years of experience working in the migration sector, preferably with experience in the provision of services in refugee support.



- Understanding of government and relevant EU policies and frameworks in the policy area.
- Experience in undertaking research and conducting analyses for the purpose of public policy formulation.
- Demonstrated ability of drafting policy papers and written resource materials with a strong capacity to present and communicate analyses.
- Demonstrable experience of public engagement, preferably including the facilitation of public events.
- Ability to work efficiently as part of a team as well as independently.

Desirable Criteria

- Masters in public policy, law, human rights or related area.
- Familiarity with the International Red Cross Red Crescent Movement and the Fundamental Principles.
- Experience of working in positions which involved influencing others and good communication skills.
- Ability to speak additional languages, e.g. Ukrainian, Russian, Arabic, Dari and Pashto, would be an advantage.

FURTHER INFORMATION

The Irish Red Cross offers the following benefits in addition to salary

- A 5% employers' contribution to a company contributory pension scheme
- Closure of the office on Good Friday, plus two additional 'privilege days' to be used at Easter and Christmas respectively.
- Death in Service benefit of four times salary
- Flexible working hours, including opportunities for hybrid working.
- Further education, training and learning supports
- Professional subscriptions (as applicable)
- Travel (bike-to-work schemes/tax saver commuter tickets)

This role is in the job family of 'Co-ordinator'.

The Irish Red Cross is an equal opportunities employer. We value diversity and aspire to reflect this in our workforce. We welcome applications for people from all sections of the community, irrespective of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community. This role requires applicants to have the right to work in Ireland.

APPLICATION PROCESS

To apply for this role, please forward a copy of your CV, together with a cover letter setting out how you meet the essential and desirable criteria for this role to:

jobs@redcross.ie

Your email should contain “Public Policy and Outreach Officer_[NAME]” in the subject line. Applications should be in .pdf or MS Word format, and with file names in the following format: **<Surname>, <First name> - CV and <Surname>, <First name> - Cover Letter**

The closing date for applications is 10th July 2025 at 12pm

Shortlisting for interview will be on the basis of the essential and desirable criteria for this role.

It is intended to hold initial interviews for this role on 15 July 2025.

Please note that there may be a second round of interviews.