



Job Title: Senior Policy and Partnership Development Officer

Contract Type: Ongoing Contract

Location: Dublin

About Foróige

At Foróige, you're not just taking on a job, you're joining a movement that empowers young people and transforms communities. With over 600 dedicated staff and thousands of volunteers, we work together to create impactful change through innovative programmes, clubs, and services.

Foróige is an independent, non-profit national voluntary youth organisation engaged in out-of-school youth development and education. The purpose of the organisation is to enable young people to involve themselves consciously and actively in their own development and the development of society.

About the Project

Foróige advocates on issues that impact on the youth work sector and the lives of young people in Ireland. This work is guided by Foróige's purpose, strategic objectives and the lived experiences of the young people we work with.

As Foróige's Senior Policy and Partnership Development Officer you will be a member of the team responsible for Marketing, Communications and External Relations in the organisation. A collaborative and cross functional team, that works across campaigns, events, strategic initiatives, advocacy and organisational communications. While the team works closely together across projects and priorities, team members are also encouraged to lead confidently within their own areas, making this a varied, engaging and impactful role.

The role is centered on two key areas: shaping policy and developing impactful partnerships for Foróige.

- **Policy & Advocacy:** You will work with a range of people both internally and externally to advance policy that impacts on Foróige's work and young people in Ireland.
- **Partnership Development:** You will be responsible for advancing collaborative working with external funders and partners to advance Foróige's strategic aims and ambitions.

Key Responsibilities

- Working with internal partners to shape, articulate and communicate Foróige's policy position in areas appropriate to the organisation's work and strategic agenda.
- Providing leadership and supporting the achievement of the organisation's public affairs, partnership development and communications objectives.
- Monitoring changes in public policy, Government and wider economic and social trends, to assess the implications for Foróige, the youth work sector and young people.
- Communicating Foróige's policy positions and advocacy campaigns to diverse public, political, media, sectoral and internal audiences
- Writing submissions, reports and policy papers with input from internal partners as appropriate.
- Optimising Foróige's opportunities for engagement with policy makers, philanthropy and corporates to enable the organisation to meet its objectives and be 'front of mind' when considering youth partnerships.
- Provide leadership for identifying and applying for relevant state, EU, or other funding to support Foróige's work as appropriate.
- Representing the organisation as appropriate on committees, at events, at public engagements and within the media.
- Researching and identifying a pipeline of opportunities for partnership development and revenue generation across Government, philanthropic and corporate sources that fit with the ethos and values of Foróige and will support the organisation to meet its strategic aims
- Providing support to current corporate, philanthropy and other partners as appropriate and stewarding these relationships to further develop Foróige's engagement potential with them.
- Preparing pitches, presentations, reports and other documentation to support existing and new partner engagement in line with Foróige's key organisational objectives.
- Working with internal partners and support service teams to ensure compliance with funder or partner expectations and contract requirements
- Supporting the organisation's communications and public affairs activity as required, including contributing to campaigns, preparing briefing materials and supporting Foróige young people involved in advocacy opportunities.

Professional Qualifications/Experience

E:Essential, D:Desirable

- Education to Degree standard or higher preferably in the area of policy, advocacy, public affairs, communications (E) (candidates with exceptional, relevant work experience may also be considered in lieu of degree)
- A minimum of 3 years' experience of working in the areas of policy, advocacy, partnership development or public affairs (E)
- Access to a car and full driving licence (E)

Person Specification

- Ability to develop and sustain productive working relationships with internal and external stakeholders
- Exceptional verbal and written communication skills
- Meticulous attention to detail

- Ability to be proactive, use own initiative and work effectively within a pressurised environment
- Positive and flexible approach to working as part of a team
- Ability to follow organisational guidelines and processes
- Knowledge and experience of systems, processing and administration
- Flexibility in relation to hours of work to meet the needs of the role

Benefits to Support You

Salary:

€51,187, €53,214, €55,246, €57,275, €59,300, €61,324, €64,606 (After 2 yrs at pt 9)

The highest starting point for this role will be point 5 and will be dependent on experience

Annual Leave: 29 days annual leave plus Good Friday.

EAP: 24/7 Employee Assistance.

Pension: Contributory pension benefits.

Bike to Work Scheme

Commuter Travel Tax Saver Ticket

Training & Development: Structured onboarding together with a 9 day Foróige Induction Programme. Ongoing CPD.

Study Leave: Up to 5 days paid Study Leave per year of course.

Organisation Culture: Support & Supervision policy and practices that supports your professional development.

Progression Opportunities

Career Break: Up to 2 years Career Break after 3 years' service.

Unpaid Leave: Up to 6 months Unpaid Leave Break 1 year service.

Flexible Work: Flexible work practices that support work life balance.

Maternity and Paternity Benefit: Top up Maternity and Paternity Benefit pay.

Other Information

Garda vetting: Candidates under consideration for employment in Foróige will be subject to Garda vetting.

Visa: Foróige is not in a position to sponsor work permit applications. All applications should hold a valid work permit and permission for ROI.

Hours of work: You will be expected to work a minimum of 35 hours per week. The position will require flexibility in relation to working hours. It is expected that you will be in a position to work some late evenings and some weekends.



Travel: This post will involve domestic travel within Ireland and occasional meetings. Travel and expenses will be paid in accordance with appropriate Foróige rates.

Applications: Please use the link [here](#) to apply by way of CV and Cover Letter.

All information related to Foróige, our annual report, our work, our projects and services is available on our website - please see www.foroige.ie for additional information