



Job Title:	Policy Manager
Job Status:	Permanent, Full-time
Location:	Rathmines (Hybrid)
Report to:	Director of Advocacy and Patient Support

The Irish Heart Foundation is a community of people who fight to protect the cardiovascular health of everyone in Ireland. Together we are working to eliminate preventable death and disability from heart disease and stroke, and to support and care for those living with these life-changing conditions. We work to achieve this by:

- Caring for and speaking out for people in the community living with heart conditions and stroke, and their families.
- Innovating and leading in health promotion and prevention to change health behaviours and reduce cardiovascular risk.
- Building a nation of lifesavers through CPR training.
- Campaigning and advocating for policies that support people to live healthier lives.
- Information provision.

Our team currently is approx. 120 employees and over 100 volunteers working towards the Foundation's vision of a future where no hearts are broken by preventable heart disease.

The Foundation is seeking an experienced policy manager with excellent research, analytical, verbal, and written communication skills to help develop and deliver the policy and research elements of the Foundation's advocacy agenda and campaigns. Reporting to the Director of Advocacy and Patient Support, the successful candidate will also provide the Foundation with specialist expertise and policy insight and work with the Advocacy team to identify priority areas for the development of the organisation's policy work.

Key Responsibilities:

- Support the development and delivery of a programme of effective policy activities meeting key elements of the organisation's strategy.
- Put together persuasive evidence based policy reports, consultation submissions and briefing documents that help build support for our policy positions.
- Manage the activities and day-to-day running of alliances established by the Foundation on key areas of its advocacy brief.
- Act as a media spokesperson and communicate complex policy / research messages clearly, in a compelling way for diverse audiences.
- Develop relationships with politicians and public officials that help ensure that our stakeholders' concerns are understood by decision makers.
- Achieve a broad understanding and expertise in relation to cardiovascular health in Ireland and take the lead in specific areas of our agenda.

- Involve beneficiaries in policy work in a meaningful way.
- Represent the Foundation on relevant networks.
- Assist in the management, growth and evaluation of proposed and existing policy areas that will advance the IHF's strategic agenda.
- Remain up to date on Oireachtas and Government business and informed on key political developments relevant to policy objectives.
- Monitor health and political landscape changes and opportunities and keep abreast of evolving evidence in relevant areas.
- Develop mechanisms to increase engagement of relevant stakeholders
- Organise launches, conferences, seminars etc.
- Undertake additional tasks assigned by the Director of Advocacy and Patient Support as required.

Skills and experience

- Third level qualification in a relevant area such as social policy, public affairs, politics and health policy.
- At least three years relevant experience working in a similar role.
- Demonstrable experience of successful public affairs strategy development and implementation.
- Excellent knowledge, understanding and experience of Ireland's public policy, political and media environment.
- Solid experience in policy/advocacy research, report and position paper writing.
- Ability to find and assimilate information quickly and identify key issues.
- Strong stakeholder influencing skills and experience of representing organisations with external stakeholders.
- Ability to think creatively and identify opportunities.
- Excellent proposal writing, pitching, presentation and negotiating skills.
- Excellent written and verbal communication skills. Excellent attention to detail.
- The ability to think on strategic and operational levels.
- Excellent PC skills, including Word, Excel, PowerPoint, Outlook.

Benefits of working with Irish Heart Foundation:

Flexible working with our hybrid working model, our team enjoy more flexibility working from home and our Head office location in Rathmines, 2 days per week office based, (office days are currently Monday and Thursdays) or more if you prefer!

We provide benefits to help you protect your health and financial security; and give you peace of mind.

- Pension scheme with employer contributions, from day 1 of service
- Life assurance of 4 times base salary with immediate effect
- Income continuance/disability benefit, at no cost to you from day 1 of service
- Paid Maternity leave
- Company sick pay

- Company health checks
- Generous annual leave policy including additional company days.
- Bike to Work Scheme, Travel Saver Tickets, Excellent public transport links.
- Employee Assistance Programme (EAP)
- A wonderful office we are proud of with excellent working, kitchen and changing facilities.
- Events organised by social club and Health and Well-being Committee
- CPR Training for all employees
- Ongoing Training and Development initiatives to help you grow your career with us.

Details of Role and Application process

This is a full-time, permanent, Monday to Friday. The role is based in the Irish Heart Foundation's offices in Rathmines, Dublin. To apply please provide an up-to-date curriculum vitae and cover letter outlining how you suit the post by email to Klara O'Malley, HR Manager.

Email: hr@irishheart.ie

The closing date for this position is COB Tuesday 21st of January 2025

The Irish Heart Foundation is an equal opportunities employer.

The Irish Heart Foundation has a strict no smoking policy.

Please be advised the IHF retains all candidate data for a period of 12 months after which it is deleted. Should you wish to have your details deleted earlier than this please contact HR directly to request us to do so.