



# Policy Officer

## JOB DESCRIPTION

<b>Job Title:</b>	Policy Officer
<b>Hours:</b>	35 hours per week
<b>Location:</b>	CDHN office with flexibility to work from home. Travel to locations across NI, Ireland and UK as required.
<b>Reports to:</b>	Research and Policy Manager
<b>Salary:</b>	NJC Scale SO2 Pt 26-28 (£30,451 - £32,234) + 6% Employer's pension contribution
<b>Contract:</b>	1 year fixed term (renewable subject to funding)
<b>Closing date</b>	<b>Friday 29<sup>th</sup> July @ 12 noon</b>

### Main Duties and Responsibilities

#### Policy analysis and development

- Keep abreast of policy and research relevant to the work of the organisation
- Develop and produce high-quality, evidence-based policy position papers, policy responses, consultation responses, briefings and fact sheets.
- Monitor political, social, economic and community and voluntary sector developments in Northern Ireland and contribute to CDHN's response to relevant issues
- Support CDHN to lead a debate on key issues of common concern to members, through the ongoing review and development of policy

- Create, build and maintain effective working relationships with relevant government officials, decision makers and community, voluntary and statutory sector representatives

### **Engaging communities in policy development**

- Alongside CDHN team members, facilitate community-centred participatory approaches to inform policy development
- Work with CDHN team to support communities to articulate their lived experience and work collectively to ensure it is at the heart of decision-making
- Work with CDHN team to explore opportunities to create innovative, effective and inclusive methods of engagement (including digital)

### **Raising awareness of the social determinants of health to tackle inequality and improve health and wellbeing**

- Provide relevant government departments and statutory bodies with timely policy briefings and updates to ensure their knowledge is increased in relation to the issues facing the community and voluntary sector in relation to tackling health inequalities
- Work in collaboration with our networks on policy orientated campaigns to take action on the social determinants of health and health inequalities
- Ensure staff, CDHN Board and other relevant organisations are informed of new and emerging government policies and strategies pertinent to CDHN work
- Identify relevant resources for inclusion in CDHN communications (Ezine & social media) and for publication on CDHN's platforms

### **General**

- Support the delivery CDHN's internal and external communications, including CDHN CRM, publications, social media and events
- Act in accordance with the agreed values of the organisation
- Undertake any other reasonable duties requested by CDHN.