**Policy and Communications Officer**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:**  | Policy and Communications Officer  |
| **Hours:**  | 35 hours per week  |
| **Location:**  | CDHN office with flexibility to work from home. Travel to locations across NI, Ireland and UK as required. |
| **Reports to:**  | Research and Policy Manager  |
| **Salary range:** | £32,798-£34,723 + 6% Employer’s pension contribution  |
| **Contract:** | 1. year fixed term (renewable subject to funding)
 |
| **Closing date** | **Monday 20th February 2023 @5pm**  |

**About CDHN**

CDHN’s vision to create a fair and equal society where everyone experiences their best health and wellbeing. We promote evidence based, community development practice and population health approaches to influence policy, practice and decision making at all levels. We work with our members across sectors to take concerted action to tackle the root causes of poor health and inequality, and end health inequalities and poverty.

**Job Purpose**

The successful candidate will lead on policy development activities, to advocate and plan for the involvement of both communities and people with experiences of social and health inequalities at all levels of decision-making.

They will help ensure that policy makers, our members and other stakeholders work to have a shared understanding of health inequalities, prevention and societal wellbeing; and promote the role of the community and voluntary sector to the improve the access, quality and outcomes of our health system.

Reporting to the Research & Policy Manager, the successful candidate will work as part of the research, policy, and engagement team, to support, members and partners to deliver our programme of policy development, evidence building and influencing work, in line with CDHN’s core strategic aims. The team will enable the organisation to demonstrate, to key stakeholders and the public, the collective impact of community involvement, networking, and collaboration more effectively.

**Key Duties and Responsibilities**

**Policy analysis and development**

* Identify, review and summarise the latest policy and research, including research capturing people’s experience, to inform the development of CDHN’s policies in advance the work of the organisation)
* Monitor political, social, economic and community and voluntary sector developments in Northern Ireland and contribute to CDHN’s response to relevant issues concerning poverty and the root causes of health inequalities
* Develop and produce high-quality, evidence-based policy position papers, policy responses, consultation responses, briefings, and fact sheets.
* Support CDHN to lead a debate on issues of common concern to members, through the ongoing review and development of key policy positions
* Provide relevant government departments and statutory bodies with timely policy briefings to increase their knowledge on the issues facing the community and voluntary sector in relation to building communities and tackling health inequalities
* Ensure staff, CDHN Board and other relevant organisations are informed of new and emerging government policies and strategies pertinent to CDHN work.

**Engaging communities in policy development**

* Alongside the CDHN team, facilitate community-centred learning opportunities to develop policy insights and ideas, including roundtables, expert workshops, policy training and other events.
* 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)
* Maintain a solid internal and external network of contacts to ensure connectivity with a broad range of relevant political, social economic and health stakeholders, particularly the community and voluntary sector.

**Raising the profile and influence of CDHN’s work to create positive change**

* Build and maintain effective working relationships with relevant government officials, decision makers and community, voluntary and statutory sector representatives
* Support the development and implementation of a communications strategy for the organisation
* Work in collaboration with our networks on policy orientated campaigns to take action on the social determinants of health and health inequalities
* Identify and write relevant materials for inclusion in CDHN publications and communications, including news articles, press releases, social media content and website
* Manage the production, editing, publication and promotion of the organisation’s annual report, policy and research publications through our distribution channels
* Work with colleagues to grow public awareness of and drive positive coverage of CDHN’s work.

**General**

* Contribute to the annual work plan and the strategic development and monitoring of policy and Communications work of CDHN
* Support the development and delivery CDHN’s internal and external communications, including CDHN CRM, publications, social media and events
* As part of the team, act in accordance with the agreed values, aims and objectives of the organisation
* Undertake any other reasonable duties requested by CDHN.

Please submit completed and signed application form by email, to marionohare@cdhn.org by **Monday 20th February 2023 @5pm**