

INAR invites applications for the position of **Policy Officer**

INAR is a National Network organisation of over 150 civil society organisations working together to combat racism at a local, national and European level. INAR is recruiting a Policy Officer to develop an alternative National Action Plan Against Racism for combating systemic racism, by consulting Minority Ethnic groups, anti-racist and civil society organisations and other relevant stakeholders.

The INAR Policy Officer will be responsible for initiating policy work at INAR, including managing and carrying out a consultation process with affected communities, anti-racist organisations, NGOs and stakeholders. They will gather findings, draft and present a report of findings to the government and the public.

The INAR Policy Officer will :

- Design and conduct a consultation process, with affected communities and relevant stakeholders, on the requirements of a National Action Plan Against Racism (NAPAR) for combating systemic racism.
- Develop and contribute to INAR's work on relevant policies including a report with a set of policy recommendations for a NAPAR.
- Support the development of a civil society coalition for a NAPAR.
- Develop and maintain relationships with political leaders, media and other decision makers as well wider civil society.
- Contribute to the wider activities of INAR and its team.

Their responsibilities will be:

- Designing, implementing and carrying out a national consultation process with affected groups and relevant organisations on what should constitute a NAPAR.
- Researching, developing, and publishing a report of the collective NAPAR policy recommendations.
- Bringing together interested parties to support the collective NAPAR policy demands.
- Communication management around the project, including public awareness campaign.
- Organising information events for stakeholders without direct knowledge of the questions of anti-racism and the fight against discrimination.
- To represent and advocate INAR's values and objectives.

Essential requirements:

- Qualification in human rights, policy, law, or related discipline, including in the social sciences.
- Excellent knowledge of terms, themes and issues related to racism and race-related discrimination in Ireland.
- Knowledge of, and affinity with, the issues facing minority ethnic communities, and a commitment to social justice and equality, affected community leadership, and solidarity and capacity building.
- Experience in conducting research and project management, and possessing good organisational and administrative skills.

- Excellent communication and writing skills with a specific focus on writing reports, preparing briefings, and making presentations.
- Knowledge of the media and political landscapes in Ireland.
- Experience of multi-stakeholder project management.
- Ability to self manage and work on own initiative and be an excellent team player.

Desirable:

- Good knowledge of international practices in combating racism.
- Direct experience of working with ethnic minority communities.
- First hand knowledge of the issues facing Ethnic Minorities.
- Experience or training in community development.
- Ability to speak a number of languages.
- Experience of coalition or network mobilising and capacity-building.

INAR is committed to fostering an inclusive and collaborative work environment which values all identities, perspectives and experiences, and provides opportunities for learning and growth. We especially welcome applications from people from all Ethnic Minority and migrant backgrounds, from women, nonbinary, LGBTQI+ and other working class backgrounds, and people from other traditionally marginalised backgrounds.

Salary range: *pro rata* €39,000 - €42,000 PA, depending on experience.

This is a part-time position, 4 days (28 hours) a week on a fixed-term contract for 1 year (up until June 2022), with a 6 month probation period, Annual leave entitlement: 25 days per annum.

Place of work: INAR office in Dublin 1, with occasional travel, as appropriate to the role.

(In line with public health advice, remote working is currently in operation.)

This role requires applicants to have the right to work in the Republic of Ireland.

Post holder reports to: the Director at INAR.

Closing date for receipt of completed application forms is 12 noon, Monday, 10 May 2021.

Please upload: a CV, 2 samples of your writing (max 300 words each) and fill out the Application Form online at: <https://inar.ie/vacancies/>

Applicants will be shortlisted for interview based only on the information supplied in the CV and Application Form and on the requirements of the post. Shortlisted applicants will be invited to interview in the week of 17-21 May. We hope to be able to announce a successful candidate by 28 May 2021.