

1. Basic Details	
Job Title: Northern Ireland Policy Officer	Date Profile Updated: October 2020
Department: Public Affairs	Location: Templemore Av. Belfast
Name of Employer: CARE	Current Job Holder: n/a
2. Reporting Structure	
Reports to: Director of Public Affairs	
3. Job	
Purpose of Job: To undertake a variety of Public Affairs work on CARE issues in Northern Ireland.	
Key Accountabilities:	
<ol style="list-style-type: none"> 1. To maintain a constant presence in the Northern Ireland Assembly, lobbying and building relationships through the provision of timely value adding research (with input from CARE’s consultants) to MLAs, SpAds and the Northern Ireland Executive, as appropriate. In the event of Direct Rule to provide the same role in relation to the Northern Ireland Office and Westminster Parliament on Northern Ireland matters. 2. To monitor, respond to as appropriate, and proactively engage with, the work of the Northern Ireland Assembly and its Committees and the work of the Northern Ireland Executive and its Departments. 3. To use Assembly procedures to get the profile of CARE issues raised and policies and laws changed accordingly e.g., through Parliamentary Questions, No Day Names Motions, Adjournment Debates, amendments to government legislation, Assembly Member Bills etc. 4. To provide the secretariat to the All Party Group on Gambling and Human Trafficking and others as appropriate. 5. To build relationships with key cobelligerent civil society bodies in Northern Ireland and where appropriate the Republic to advance CARE’s campaigning initiatives in Northern Ireland. 6. To work to the Director of Public Affairs in developing a work programme that both reacts and responds to the work of the Northern Ireland Assembly and Executive and which also seeks to proactively shape the work of the Assembly and Executive. 7. To liaise with the press office to seek coverage for CARE issues in NI and whenever possible. 8. To become policy lead across the UK for one of CARE’s policy areas, working on this area in relation to the UK Parliament and other devolved governments. 9. To play an active part in the wider CARE Public Policy team and undertake relevant activities beyond Northern Ireland, as directed. 	

Northern Ireland Policy Officer – Person Specification

Requirements of the job	
Knowledge	<ul style="list-style-type: none"> ▪ Good Honours degree ▪ Experience of working in an office environment ▪ Experience of face to face / telephone contact with the public ▪ Good knowledge of contemporary mainstream Christian thinking ▪ Knowledge of CARE's ministry
Skills	<ul style="list-style-type: none"> ▪ The ability to plan, organise, prioritise and co-ordinate workload. ▪ The ability to produce clear, concise and accurate correspondence and documentation. ▪ Good people skills and the ability to deal with others with integrity and diplomacy. ▪ A thorough approach which lends itself to methodical and accurate work produced in a timely manner to meet deadlines. ▪ The ability to work well in a team. ▪ Good administration skills ▪ Good IT skills including use of Word and Excel
Disposition	<ul style="list-style-type: none"> ▪ The flexibility and willingness to work occasional overtime, when deadlines demand. ▪ Capable of working under some pressure, when necessary. ▪ A commitment both to team working and unsupervised working. ▪ An interest in working in public affairs for a Christian Charity ▪ Able to avoid party political and denominational bias in exercising the required duties ▪ Inspired by the work of CARE, supportive of and in full agreement with CARE's statement of faith ▪ Willingness to take part in spiritual activity such as contribution to Bible study and staff prayers ▪ Willingness to help, when necessary, with practical tasks outside the normal duties

CARE reserves the right to amend this job description at its discretion. Changes will be discussed in person and notification made in writing within 28 days of amendment. CARE is a company limited by guarantee registered in England and Wales at 53 Romney Street, London, SW1P 3RF. Company No: 3481417, Charity No: 1066963, Scottish Charity No: SC038911.