



Public Policy and Advocacy Manager

Role Profile

A. Details

Position:	Public Policy and Advocacy Manager
Grade	Higher Executive Officer (HEO)
Whole time equivalent	Full-time (35 hours per week)
Reports to:	Communications Director
Duration:	Permanent

B. Role Overview

The Arts Council is the national government agency for funding, developing and promoting the arts in Ireland. Its role is to advocate, advise, invest and work in partnership with others, to cultivate a vibrant arts environment at the heart of Irish society.

An exciting permanent opportunity has arisen in our Communications Department.

The Arts Council is looking to recruit a highly motivated and experienced Public Policy and Advocacy Manager. The Arts Council has a statutory role in informing and advising across government departments and this new role will ensure that the evidence and insights gathered by the Arts Council's policy, research and arts teams are used to advise and inform across government and to inform broader stakeholder engagement.

The successful applicant will be an experienced advocacy professional. They will set up and manage this new function and be responsible for the Arts Council's advocacy programme and the delivery of its advocacy workplan.

The role will have particular regard for the organisation's spatial policy, Place, Space and People, which is informed by our ten-year strategy Making Great Art Work. It promotes a 'people and place-based' approach to arts development and the principle of socio-spatial equity whereby 'everyone has the opportunity to create, engage with, participate in and enjoy the arts and culture, regardless of who they are or where they live and work'.

This is an opportunity to be part of a dynamic public body and a highly motivated and busy team.

C. Key Responsibilities

- Drive the values, vision and mission of the Arts Council;
- Actively contribute to the delivery of the Arts Council's strategic goals and the ten year strategy, [Making Great Art Work](#);
- Develop and deliver advocacy work plan;
- Manage advocacy function;
- Liaise with internal colleagues as required;
- Work closely with other members of the communications team;
- Work closely with members of the policy and data teams;
- Support Communications Director as required;
- Report on deliverables;
- Additional managerial activities as needed.

D. Skills Knowledge and Experiences

- Experienced advocacy professional;
- Demonstrable success in leading on advocacy campaigns;
- Excellent communication skills, both written and interpersonal, including the capacity to deal with situations requiring diplomacy and tact;
- Excellent relationship builder;
- Experience in people management;
- Excellent administrative and organisational skills;
- Strong creative ability and idea generation;
- Strong project management skills;
- Be flexible and willing to adapt, positively contributing to the implementation of change;
- Excellent ICT skills including Word, Excel, Outlook;
- Ability to work well in a team environment and be self-motivated and able to manage own workload;
- A commitment to high standards of public service.

Desirable:

- A relevant third level qualification;
- Knowledge of public sector;
- The ability to communicate through the Irish language, both verbal and written, is desirable but not essential.

Note: All Arts Council roles and responsibilities are subject to change in line with organisational requirements and strategic priorities.