

Role Description

Research and Policy Intern (Unpaid)

Purpose of Role:

The Research and Policy Intern will play a central role in ALONE's Campaigns for Change team. ALONE's Campaigns for Change highlight the rights of vulnerable older people and campaign directly to the Government, to the media and at an individual level to affect real policy change. The successful intern will gain hands-on experience in the development of a campaign, from identification, to comprehensive research through to planning for effective communication of the campaign. They will also gain experience in the many aspects of campaigning and lobbying, while also gaining a good understanding of an independent non-profit organisation.

Key responsibilities:

- Maintain up to date information on policies and legalisation related to issues affecting vulnerable older people
- Preparation of strong Position Papers representing issues that affect older people
- Support ALONE campaigns, including developing materials and communications messaging
- Represent ALONE at conferences and events
- Utilise social media to promote campaigns
- To review and measure the impact of our campaigning with the communications team
- To be a member of our communication team and take an active role in supporting all communication and PR in ALONE

Other roles:

- Attend team away day – brainstorm across three functions
- Team meetings – every 2 weeks
- PR meetings – every 3 weeks
- Ensure accurate and up-to-date records are maintained and handover of duties/projects is completed at the end of placement

Qualification/Skills Required:

- Qualification and/or experience in Social Policy or similar
- An interest in working in communication and public affairs
- Knowledge of using social media for influencing
- Strong analytical skills
- Strong writing skills, good grammar and excellent attention to detail
- Strong communication skills – online, written, in person and using the telephone
- Good organisational and time management skills
- Ability to work independently as well as part of a team
- Creativity

Places of work:

You will be based at our head offices at Pleasant Street except when duties assigned are of an Outreach Nature (please note expenses incurred for travel and other sundries will be reimbursed with all relevant receipts received)

Hours of work: (3 Days) – 6 Month contract

9am-5pm Monday – Friday (negotiable)

Support and Supervision:

You will receive a full induction into the organisation and each specific department prior to undertaking any duties. Your input will be valued and welcomed as a “fresh pair of eyes” and where possible we encourage you to make suggestions and provide feedback to staff. An assigned Mentor will be available to provide support and supervision during your placement and to review with you on a regular basis any concerns or issues arising.

Applications by email to include cover letter and CV to Maoliosa.k@alone.ie to reach us no later than 19/02/2016

Please note the above duties are not exhaustive and a level of flexibility is required in this role.