

Participation and the Practice of Rights Project
Person Specification

Policy Officer

	<i>Essential</i>	<i>Desirable</i>
Experience/knowledge	<p>Relevant 3rd level qualification</p> <p>A minimum of three years experience:</p> <p>Research and policy analysis in the area of human rights, poverty, equality and social exclusion</p> <p>Detailed knowledge of international and domestic human rights and equality instruments, tools and information sources</p> <p>Writing policy papers, submissions and articles for different audiences</p> <p>Preparing materials and resources for external use or publication</p> <p>Establishing and maintaining working relationships with a variety of individuals, organisations and NGO's</p> <p>Representing an organisation at meetings, events etc.</p>	<p>Experience of human rights campaigning and advocacy</p> <p>Experience of working with the community and voluntary sector</p> <p>Knowledge of law making, parliamentary procedures and policy at national and international level</p> <p>Experience in the planning and delivery of events</p>
Skills/ Aptitude:	<p>Excellent oral & written communication skills</p> <p>Able to prioritise and meet deadlines</p> <p>Excellent organisational skills</p> <p>Able to work on own initiative and play a positive role as part of a team</p>	<p>Additional IT skills such as advanced document layout and design, experience with new media tools (blogs, YouTube, etc.), video editing software and social networking sites.</p>

	Computer literacy	
Commitment:	<p>Commitment to issues of rights, equality and social justice</p> <p>Commitment to work in a non-partisan way with all sections of society</p>	
Circumstances	<p>Prepared to travel locally, nationally and internationally</p> <p>Available for occasional evening and weekend work</p>	Driving licence and use of a car