



### **Role of Information and Advocacy Officer with the IMNDA (Maternity Cover)**

IMNDA was founded in Ireland in 1985. Our mission is to provide care and support for people with motor neurone disease (MND), their families and carers. We also fund and promote research that leads to new understanding and treatments and brings us closer to a cure for MND. We aim to ensure that those with MND and their families are at the very heart of our work and our focus is to help them live as active independent citizens throughout their illness.

The Association now wishes to appoint an Information and Advocacy Officer to cover maternity leave for a minimum period of nine months and is offered on a fixed term contract basis. IMNDA operates a 35 hour working week, an annual leave entitlement of 25 days (full annual entitlement) and salary is based on experience and is negotiable.

The Office is located at Unit 3, Ground Floor, Marshalsea Court, 22/23 Merchants Quay, Dublin 8. The role is office based but there is a level of hybrid working in operation for the duration of the contract.

#### **About the Role**

Reporting to the Head of Communications and Advocacy the person appointed will provide information, advice and advocacy services to people with MND and their families. In addition, the person will act as a pivotal resource to the IMNDA nursing service in assessing and providing information and advice to IMNDA clients. Working with the Head of Communications and Advocacy the role will involve assistance with the development of a national advocacy strategy for the organisation in highlighting gaps in services, local issues and problems as they relate to IMNDA clients.

#### **The Key Responsibilities**

The direct delivery of information, advice and advocacy services to people with MND and their families and carers and assisting in sign posting them to appropriate healthcare professionals, as appropriate.

Processing of all registrations of new IMNDA service users and liaison with nursing staff in ensuring IMNDA service provision and take-up including in-house grants and funding.

Development and maintenance of the “Community Hub” as a communications resource for those with MND in sharing information and providing peer support.

Operation and maintenance of the CRM system for the monitoring and evaluation of the Information and Advocacy service – currently Salesforce.

Provide support to the Head of Communications and Advocacy in identifying local gaps in service, areas of improvement and changes needed to improve the lives of people with MND and their families.

Assist the Head of Communications and Advocacy to prepare information leaflets, policy statements, papers, submissions and reports with evidence-based recommendations.

Establish relationships with other service providers at local and national level both at statutory and voluntary level in the development of information and advocacy generally and on joint initiatives as they arise.

Act as a resource to all IMNDA nursing and administrative staff on all advocacy and entitlement issues.

**Experience and Background Required**

A minimum of three years working in a similar role in advocacy, communications, social policy or law.

Working knowledge and understanding of how the social welfare, health and welfare systems operate in the Irish context.

Excellent organisational, administrative, written communication and IT skills.

**Desirable skills and abilities are:**

Ability to absorb, analyse and evaluate information from a variety of sources.

Ability to represent, negotiate and communicate on a client's behalf at all levels.

Ability to work on own initiative and as part of a small team while being able to work across other areas in ensuring all team members are updated on issues that affect their work with clients.

Flexibility to work across all functions within a small organisation and ability to work evening or weekend hours occasionally as the need arises.

**The closing date for applications is May 2<sup>nd</sup> 2022**

Applicants should submit a detailed CV and covering letter stating their suitability for the role and forward it by post or email to:

Tracy Hutchin  
IMNDA  
Unit 3, Ground Floor  
Marshalsea Court  
22/23 Merchant's Quay  
Dublin 8.  
Email: [thutchin@imnda.ie](mailto:thutchin@imnda.ie)