

Co-operative Housing Ireland: Housing Policy Lead **(<https://www.activelink.ie/node/116475>)**



Housing Policy Lead

The Position

Title Housing Policy Lead

Reporting to Director of Corporate Services

Place of Work Warrington Place, Dublin 2, Hybrid working

Working Hours Full time (35 hours per week)

Nature of post Permanent (following 6-month probationary period)

Co-operative Housing Ireland

Co-operative Housing Ireland (CHI) is the national organisation representing, promoting, and developing co-operative housing in Ireland. Since our foundation in 1973 we have provided over 8,300 homes through homeownership, shared ownership, and social rented co-operatives. CHI currently employs approximately 100 colleagues.

We are committed to sustaining our current development pipeline by adding between 500 – 700 new homes every year. The majority of our homes are wholly owned by the organisation, and we manage over 5,000 homes across Ireland.

We are members of the Community and Voluntary Pillar of Social Partnership and participate in numerous forums on housing and social policy. Internationally, we are members of Housing Europe and the International Cooperative Alliance, including its sector groups, Cooperatives Europe, and Cooperative Housing International.

CHI is a Tier 3 Approved Housing Body and registered charity and is subject to regulation by the Approved Housing Bodies Regulatory Authority and the Charities Regulator. CHI is a member of the Housing Alliance

Role Summary

The Housing Policy Lead will play a key role in managing Co-operative Housing Ireland's policy programme. They will be part of the Corporate Services Team and work with colleagues from across the organisation to develop CHI's housing policy and understanding, manage research projects and develop relevant campaigns. The post holder will inform the organisation of key changes in housing policy and other policy areas relevant to CHI and contribute to national policy forums and debate.

About the Role

CHI are seeking a Housing Policy Lead with at least 3 years' experience in a similar role to join their policy and communication's team to build upon the organisation's position and inform the organisation of key changes in housing policy and other policy areas relevant to CHI.

Reporting directly to the Director of Corporate Services, the postholder will be responsible for leading the development and understanding of national housing policy as it relates to Co-operative Housing Ireland, developing the organisation's advocacy capacity and representing the organisation externally at policy fora.

To be successful in this role, the post holder will possess strong analytical and report writing skills and an understanding of Co-operative Housing Ireland's strategic objectives. They will have strong communication skills with the capability to work with several key stakeholders, including Local Authorities, Government Officials, the Community and Voluntary Sector, and

Housing Europe. They will also have a passion for the organisation's purpose and will continually act in the best interests of the organisation.

Principal Duties and Responsibilities

Policy Development

- Develop cogent policy positions on areas of interest to Co-operative Housing Ireland
- Consulting collaboratively within the organisation (and when relevant external stakeholders) to develop agreed policy positions
- Leading/co-ordinating working groups to deliver agreed policy statements
- Interpreting and making accessible new legislation and policy as required
- Highlighting the relevance of new policy for Co-operative Housing Ireland
- Providing the organisation with clear and succinct briefings on new policy/regulation
- Giving staff an understanding of how new policy and regulation (including housing circulars, local government plans and strategies, and political policy papers) impacts upon operations
- Co-ordinating and drafting responses to consultation and new initiatives
- Drafting and submitting contributions to emerging legislation
- Undertaking, managing, and delivering research on issues relevant to Co-operative Housing Ireland
- Establishing and convening advisory and working groups on policy and research
- Commissioning research on identified areas of interest to Co-operative Housing Ireland.

Stakeholder Engagement

Collaborating with internal and external stakeholders on responses to consultations and new initiatives:

Internal

- Working with the communications team to create impact from Co-operative Housing Ireland policy
- Ensuring, with communications, the consistent representation of Co-operative Housing Ireland policy throughout the organisation
- Assisting and contributing, alongside communications, to the development and promotion of desired policy outcomes for Co-operative Housing Ireland
- Providing the organisation with clear and succinct briefings on new policy/ regulation
- Support compliance within the organisation such as with the register of lobbying.

External

- Act as an external representative on policy matters including participation in the Community and Voluntary Pillar of Social Partnership
- Building a strong network throughout the property environment to promote Co-operative Housing Ireland's policies
- Collaborating with a wide variety of stakeholders to promote and develop the policy positions of Co-operative Housing Ireland
- Promoting debate about a range of relevant housing policy issues by commissioning and speaking at conferences and events
- Manage Co-operative Housing Ireland's international relations as members of the International Cooperative Alliance and Housing Europe
- Work with other representative bodies to promote the cooperative way of doing business
- Professional Integrity
- Promote the values and principles of the Statement on the Co-operative Identity
- Ensure that all outputs align with Co-operative Housing Ireland values and contributes to the organisation's mission
- Adhere to all Co-operative Housing Ireland's policies and procedures at all times
- To exercise discretion at all times

WHAT WE OFFER

- 22 Days Annual Leave + additional 3 Company Privileges Days
- Annual leave increases to 30 days linked to long service
- Generous Company Pension Scheme Contribution Options to choose from, up to 12% Employer Contribution
- Hybrid-Working
- Income Protection
- Life cover / Death in Service

- Paid Company Sick Leave Scheme
- Employee Assistance Program
- Paid Study & Exam Leave
- Employee Assistance Programme
- Paid professional subscription

Application Process

How to Apply: Interested applicants should submit a CV via the following link <https://chi.bamboohr.com/careers/181>
(<https://chi.bamboohr.com/careers/181>)

Co-operative Housing Ireland is an equal opportunities employer.

All documentation received by Co-operative Housing Ireland will be processed in accordance with the Data Protection Acts & General Data Protection Regulation (GDPR; 2018)

Region

Dublin 2 / Hybrid

Date Entered/Updated

27th Jun, 2025

Expiry Date

27th Aug, 2025

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