



All Ireland Institute of **Hospice and Palliative Care**

JOB DESCRIPTION & PERSON SPECIFICATION

Programme Manager Policy and Engagement

1.0WTE (35 hours)

One Year (Maternity Leave Cover) - Specified Purpose Contract

JOB DESCRIPTION

Job Title:	Programme Manager - Policy and Engagement
Accountable to:	CEO of All Ireland Institute of Hospice and Palliative Care (AIHPC)
Reporting to:	AIHPC CEO

Role and Function of the Programme Manager:

The Programme Manager - Policy and Engagement is a senior post within AIHPC supporting the AIHPC CEO to advance AIHPC's key strategic role within the hospice and palliative care environment across the two jurisdictions (Republic of Ireland and Northern Ireland) in line with AIHPC's aims of ensuring excellent palliative care is available for everyone at the right time and place across the island of Ireland. The Programme Manager of Policy and Engagement supports AIHPC's member organisations and key stakeholders in engaging with policy developments and leading on engaging with key audiences including members of the public. The role leads on ensuring meaningfully engagement with AIHPC's Voices4Care Volunteer Group, AIHPC's annual raising awareness campaign of palliative care, 'Palliative Care Week' and leads on the Community of Practice for Specialist Palliative Care Volunteer Managers.

Reporting to AIHPC's CEO, the post-holder will focus on strategic implementation and operational issues facilitating the AIHPC Policy and Engagement work programme. The post-holder will work collaboratively as part of the AIHPC team.

Key Responsibilities

- Facilitate the implementation of activities associated with the Policy and Engagement workstream.
- Networking with appropriate care organisations, government departments and agencies and across the voluntary, community and statutory sectors.
- Keep abreast of and contribute to palliative care policy issues and developments across the island of Ireland including leading on submitting policy consultation responses. In addition, support the development and delivery of both jurisdiction's palliative care policy and strategy documents including their implementation plans.
- Lead on meaningfully engaging and supporting AIHPC's Voices4Care Volunteer Group (people with palliative care needs, carers and members of the public with an interest in palliative care) on an ongoing basis including: organising in-person and online meetings throughout the year, setting up training opportunities, circulating opportunities for engagement to members, tracking responses and seeking feedback regarding members impact, leading on the bi-annual recruitment campaign for new members and ensure the Terms of Reference are up to date and adhered to by members and the Institute team.
- Seek opportunities to promote AIHPC's expertise in relation to service user and carer engagement including liaising with key national agencies and structures (HSE, Public Health Agency).
- Lead on AIHPC's annual raising awareness of the benefits of palliative care campaign, 'Palliative Care Week', including engaging with AIHPC's member organisations, key stakeholders and the Palliative Care Week Reference Group. Oversee, track and support the delivery of the weeks key assets including engagement with politicians, development of materials, hosting events and

supporting promotions of other events, engagement with media and social media and utilisation of online platform.

- Lead on the programme to engage with marginalised groups including LGBTIQ+ and the traveller / Roma community and seek opportunities to develop links with further communities with the aim of promoting palliative care.
- Lead on the Institute's engagement in supporting the development of 'Public health approach to palliative care' including co-ordinating the steering group which is seeking to drive forward the recommendations from the Compassionate Communities Position Paper¹.
- Line manager the Communications Project Manager.
- Support the development and delivery of AIHPC's Communication Strategy which seeks to promote the work of AIHPC and its member organisations.
- Lead on supporting the Communities of Practice for specialist palliative care Volunteer Managers including supporting members to collaborate and share innovative approaches, treatment techniques, and research findings in a supportive and engaging environment.
- Lead on the formation of the new AIHPC Policy and Strategy Review Committee which will be responsible for advising AIHPC on these programme areas and priorities relating to palliative care policy and strategy.
- Work with the Institute CEO and Programme Managers to ensure appropriate integration of policy and engagement with the Institute's other work areas including education and practice and research; attend monthly Programme Manager meetings.
- Organise and deliver policy and engagement related events such as conferences, workshops and other events. In addition, represent AIHPC at key events and forums.
- Support the CEO in managing relationships and networking with key stakeholders including AIHPC member organisations and appropriate care organisations, government departments and agencies, education institutions, voluntary and statutory sectors agencies and international organisations.
- Write funding monitoring reports in relation to the Policy and Engagement workstream. In addition present on the work to AIHPC's Council of Members, conferences and diverse stakeholders.

Additional Responsibilities:

Strategic Role

- Provide programme and project management support to AIHPC CEO.
- Contribute to the development and implementation of AIHPC's Strategic Plan and annual business plan in accordance with AIHPC aims and objectives.

Operational Role

- Scope opportunities for additional funding streams and progress development of funding applications and plans, as directed by AIHPC CEO.

¹ [Compassionate Communities – AIHPC](#)

- Ensure the goals of the policy and engagement work programme are delivered on time and within budgetary and resource constraints.
- Liaise with Office Manager in relation to deployment and use of administrative and other non-professional resources.
- Contribute to the induction and development of AIHPC staff as appropriate.
- Project manage new policy and engagement initiatives as directed by AIHPC CEO including planning, engaging with key stakeholders, resourcing, implementing, monitoring and evaluation.
- Investigate opportunities for additional funding streams and progress development of funding applications and plans, as directed by AIHPC CEO.
- Actively participate in the marketing and dissemination of AIHPC's policy and engagement activities including updating AIHPC website and The Palliative Hub content, social media and providing content for AIHPC newsletter/s and bulletins.

Performance Management

- Undertake the collection, collation, analysis and presentation of information regarding AIHPC policy and engagement work programme including activity and resource utilisation as required for performance management, evaluation and monitoring purposes.
- Monitor and report on performance indicators and measurement targets to AIHPC governance arrangements, as guided by the CEO.
- Provide status reports on AIHPC policy and engagement work programme projects and initiatives and highlight issues as appropriate.

To perform such other duties appropriate to the post as may be assigned from time to time by the CEO of AIHPC.

PERSON SPECIFICATION

FACTORS	ESSENTIAL	DESIRABLE (may be used for shortlisting)
Experience	<ul style="list-style-type: none"> • A minimum of 3 year's managerial or leadership experience within the last 5 years in a medium to large organisation or national body • Experience of working in partnership cross- agency and/or cross sectoral working • Experience in working at a senior level in multidisciplinary teams • Experience of leading and managing cross boundary projects/initiatives / programmes 	<ul style="list-style-type: none"> • Experience of support service user carer engagement groups / structures (PPI) • A good understanding of palliative and end-of-life care • Experience of policy development / influencing within health care
Qualifications	<ul style="list-style-type: none"> • Degree level qualification in one of the following: business, public policy, public administration, social science, communication or education disciplines 	<ul style="list-style-type: none"> • Masters level qualification in related area Project management qualification
Core competencies	<ul style="list-style-type: none"> • Strong leadership and excellent interpersonal and general communication skills • Team building and influencing skills • Proven record of delivery and innovation • Strong IT skills including; Word, PowerPoint, Excel and related systems • Ability to evaluate information and judge situations with political acumen 	
Transport	<ul style="list-style-type: none"> • Hold a current full driving license and have access to a form of transport to allow them to undertake the functions of the post 	

CONDITIONS OF APPOINTMENT:

WORKING BASE: This post is based in Dublin at the AIHPC Office, Education and Research Centre, Our Lady's Hospice & Care Services, Harold's Cross. The post-holder will be required to travel within the Republic of Ireland and Northern Ireland and occasionally outside the island of Ireland as required. Remote working will be considered although there will be a requirement to attend the AIHPC office for meetings.

SALARY SCALE **Within a range up to a maximum of €59,672 - €72,373 salary based on experience.**

The successful candidate's salary will be calculated strictly on the number of years of relevant/comparable experience, i.e. each year of relevant/comparable experience will decide the point at which your salary will be between the 1st and last point of the pay scale above.

The post holder is required to pay to the Institute any fees or other monies (other than inclusive salary) payable to or received by the post holder by virtue of the appointment or in respect of services, which the post holder is required by or under any enactment to perform.

HOLIDAYS: **28 days** per annum

HEALTH: A candidate for and any person holding the post must be fully competent and capable of undertaking the duties attached to the post and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. To satisfy the requirements as to health, the successful candidate, before being appointed, shall undergo a pre-employment medical.

CONTRACTUAL HOURS **35 hours** per week. Given the seniority of the post details of starting and finishing times may vary in accordance with Institute needs. There will be times when you will be required to work outside of the normal office hours.

The post will be filled on a whole-time as a Specified Purpose Contract until 30 October 2026.

Superannuation:

The Institute will make a 7% contribution towards a pension scheme and employee contributions are mandatory at a minimum rate of 7% of gross basic salary.

Probation:

The person shall be on probation for a period of six months, or such longer period as may be determined by the Board of the Institute from time to time and shall cease to hold office at the end

of the period of probation unless during such period the Director certifies that the service in the office has been satisfactory.

Resignation:

The post holder must give not less than one month's notice in writing of intention to resign from the post.

Expenses:

All expenses incurred related to travel and other work-related expenses will be reimbursed on a vouched basis as determined by the policies of the Institute.

Other terms and conditions will be in line with the policies of the Institute.

AIHPC is committed to treating its employees equally irrespective of race, religion, age, gender, sexual orientation, marital status, disability, family status and ethnic origin.