

## 2024 – Advocacy & Research Officer – Job Description

### WHO WE ARE

DIGNITY4PATIENTS is an independent charity providing Support, Advocacy & Information to victims-survivors of sexual abuse. We work with people who have experienced sexual abuse or inappropriate sexual behaviour in medical, healthcare, or therapeutic environments. We aim to assist victim-survivors in dealing with various reporting, justice, and healing pathways for their well-being. We intend to treat those accessing healthcare who have experienced negative sexualised behaviour by healthcare staff with the respect and dignity they deserve.

### POSITION INFORMATION

DIGNITY4PATIENTS is hiring an **Advocacy & Research Officer** across our Justice and Advocacy Service. We seek a dedicated individual to join our team to provide advocacy and support to individuals and families who have experienced sexual abuse (in any of its forms) in Ireland's healthcare services.

Ideally, we require someone with experience in dealing with victims & survivors or providing information on citizens' rights, legal processes, or available supports. If you are someone with qualifications or experience in front line engagement with victims and survivors, report writing, and/or research with a focus on human rights/social justice/victims' rights or an interest in working to tackle injustice and inequality, this might be the right opportunity for you.

Our office is based in Drogheda and the **Advocacy & Research Officer** will be required to attend our office due to the sensitivity of the subject and for client confidentiality.

### MAIN ROLES AND RESPONSIBILITIES

- Provide support to victims & survivors in a trauma-informed manner and with a victim-centred approach.
- Provide advice on options & rights to victims, through various helpline and communication platforms.
- Accompany clients when reporting abuse/cases to Criminal and Civil justice services.
- Build & maintain strong interagency relationships, ensuring clients access all essential services required.
- Manage & maintain detailed client records in Dignity4Patient's database, with timely casework follow-up.
- Identify recurring issues to inform Dignity4Patient's policy, research, and advocacy work.
- Work closely with the team to ensure our advocacy reflects the needs of the people we assist.
- Work closely with the team in overseeing evidence generation for better victim services and support.
- Work closely with the team to develop material and collate information for media and public engagement
- Drive & implement Dignity4Patients's strategy in relation to Client Services & Engagement.
- Lead on consultation responses, feedback, submissions, or surveys to funders & services for victims.
- Develop internal Dignity4Patients policies relating to support and advocacy for victims.
- Contribute to the Senior Management Team and present to the Dignity4Patients Board as required.
- Stay up to date on current legislation and practices as they develop.
- Participate in training and professional development.
- Develop and maintain a diverse network of political and policy contacts and champions.
- Carry out other roles or duties within the scope, spirit and purpose of the post, as requested.

## SKILLS, KNOWLEDGE AND EXPERIENCE

### Essential:

Degree in Human Rights, Sociology, Social Policy, Social Care, Healthcare, or a related field or 5 years of relevant experience.

Strong interpersonal, communication, and teamwork skills, with the ability to show empathy in client support.

Evidence of strong report writing, research, and/or consultation response reports.

Evidence of driving your own work within a small team on behalf of an organisation, including initiating research, political engagement and policy development.

Proficiency in MS packages e.g. Word, Excel, Outlook,

At ease with regular contact and communication with victims via helpline telephones, texts, emails, and webchats.

Comfortable in managing and dealing with the topic of sexual abuse.

Fluent Communication in the English Language.

### Desirable:

Prior Experience in providing advice, support, or advocacy to others is advantageous.

High standards of organisational skills and attention to detail.

Prior Experience in the charity, community or voluntary sector or understanding of the sector is advantageous.

Prior Experience working in a political environment or understanding of the sector is advantageous.

## BENEFITS & TERMS

**Job Type:** Part-time, permanent role, with a 6-month probationary period.

**Hours:** 22 hrs per week over a core 4-day week Monday through Thursday (10.00 – 16.00) 30 mins unpaid lunch.

**Annual Leave:** Generous entitlement of 17 days per annum plus Good Friday, Christmas Eve & New Year's Eve.

**Sick Leave:** Generous entitlement of 7 days certified sick leave paid at 100% of daily salary.

**Counsellor:** Access to quarterly work supervision/counsellor support for staff well-being.

**Parking:** Free on-site parking is available at the office.

**Location:** Drogheda outskirts.

### Salary:

The salary for this role is €23p/hr for a 22-hour week totalling approximately €26,312 per annum.

This is the pro-rata rate of a full-time equivalent of €44,850 per annum.

This salary is negotiable subject to experience, skills and a predetermined salary cap.

### Application:

Please send your CV with a Cover Letter outlining how you meet the essential and if possible desirable criteria.

Applications to [ceo@dignity4patients.org](mailto:ceo@dignity4patients.org) by **5pm on Monday 20<sup>th</sup> January 2025**. **Applications after this deadline will not be considered.**

### Interviews:

Interviews will be held the week of 27<sup>th</sup> January 2025 either on Zoom or face-to-face depending on requirements.