

Housing Rights



Recruitment Pack

Policy Officer

Closing date: Monday 8 December at 10:00am

when everyone has a **home**

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WELCOME

from our CEO

Thank you for your interest in the role of Policy Officer at Housing Rights.

This recruitment pack provides details of the work we do, the role of Policy Officer and what we are seeking from candidates.

We are proud of the difference we make to people's lives in preventing homelessness and helping them with their housing problems. Last year, we helped over 13,000 households in Northern Ireland.

The commitment and dedication of our staff across all departments helps us achieve this. We are proud of our expert and passionate team.

In return, Housing Rights supports staff to develop their knowledge and careers. We offer flexible working, hybrid working and a generous leave entitlement. We work hard to ensure staff are working in a positive environment which promotes wellbeing and reflects our values.

The work of Housing Rights is becoming more critical in this unprecedented time. I hope the opportunity to join us is one that will interest and excite prospective candidates.

Kate McCauley



WHO WE ARE

We improve lives by tackling homelessness and housing problems in Northern Ireland.
We believe a good quality affordable home can be a building block to a stable life.
We believe that everyone should have a home.

WHAT WE DO

We help people in Northern Ireland live in safe, suitable, and affordable homes.
We provide services for the public and professionals working in housing.

Our services include:

- housing advice via our helpline
- online housing advice and information via our website
- advocacy and legal representation
- housing mediation
- advice and support for people in or leaving prison
- specialist support for young people at risk of homelessness
- advice for landlords
- support for generalist advice agencies
- policy and participation service to positively influence decisions made about housing and homelessness
- training and events for housing and advice professionals

THE DIFFERENCE WE MAKE

Over the course of 2024-2025 we supported people in Northern Ireland with housing and homelessness problems.



Prevented homelessness

We helped prevent homelessness for a total of 1,120 households



Improved skills and knowledge

94% of attendees felt that our training improved their housing advice skills and knowledge



Provided advice

We provided advice, advocacy, and representation services to 13,162 households on 67,828 housing issues



Improved housing circumstances

90% of people who used our helpline reported their housing circumstances had improved

OUR VALUES

"I appreciate the growing diversity of the staff in Housing Rights"
-Housing Rights Staff Survey 2023

Equality



Cooperation



Independence



Quality



Respect



Agility



OUR BENEFITS AND CULTURE

We offer our staff the following benefits:



hybrid and flexible working



tailored learning and development plan



generous holiday allowance



enhanced employer pension scheme with free life assurance



accessible location and free parking



fun events for staff engagement



access to employee wellbeing services

"Housing Rights is more a vocation than a job"
-Housing Rights Staff Survey 2023

Accreditations:



Living Wage Employer



Investing in Volunteers



Diversity Mark Accredited

"I think overall Housing Rights has a great culture and the staff as a team are brilliant"
-Housing Rights Staff Survey 2023



WORKING AT HOUSING RIGHTS:

Results of our 2023 staff survey show:

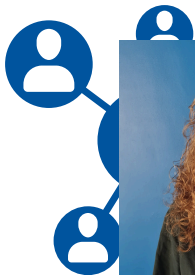


5% increase in staff satisfaction in the last 5 years!



Categories staff were most satisfied with:

- 1. my work*
- 2. inclusion and fair treatment*
- 3. wellbeing and engagement*



Kerry Logan - Participation and Policy Lead

“ I love working alongside and learning from my colleagues right across the organisation at Housing Rights – it is a fab team, made up of people who are passionate about social justice and constantly going above and beyond to support people experiencing housing problems or homelessness. ”



Eamon Sheridan - Legal Fellow

“ By providing effective advice and advocacy for my clients, I have witnessed first-hand how our services can positively impact their lives. ”



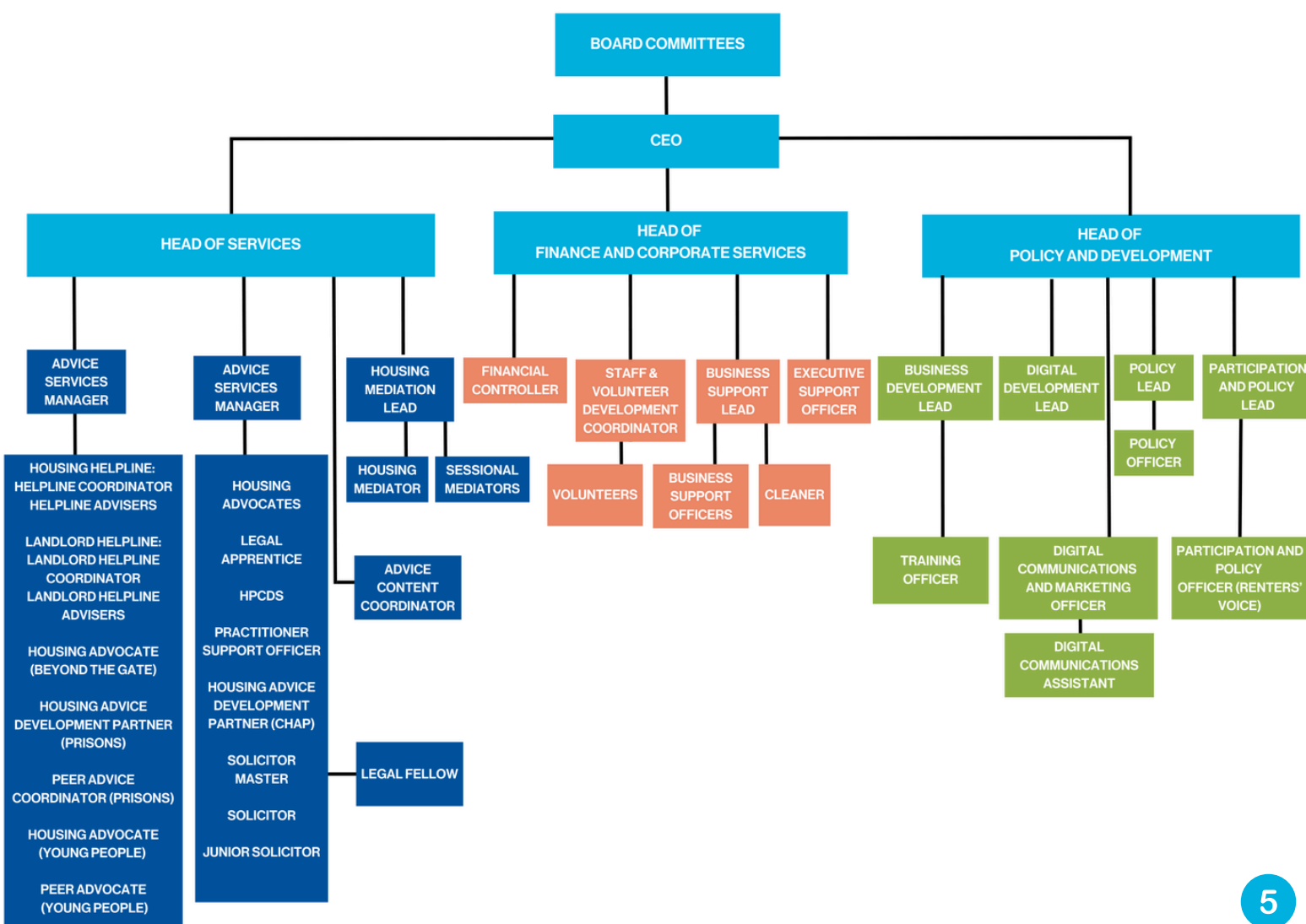
Bronagh Flynn - Business Development Lead

“ I love the variety of my job and the people I work with. I work across the whole of the Housing Rights team and others within the housing sector every day. This allows me to help shape new projects and services that will help our clients and support the wider housing community - to ensure everyone has a home. ”

ABOUT THE ROLE

As a member of our policy team, you will have a key role in supporting the development of Housing Rights policy work, to influence positive change within housing in Northern Ireland, and support Housing Rights in our work to prevent homelessness. You will work closely with our Head of Policy and Development and our Policy Lead to ensure our policy positions are backed by robust evidence, including the experiences of our frontline services.

ORGANISATIONAL CHART



JOB DESCRIPTION

Purpose:

To deliver impactful policy work that supports the Housing Rights Policy and Participation teams, aiming to positively influence Northern Ireland's housing and homelessness agenda.

Key Duties:

1.0 Policy development

- 1.1** to support Housing Rights policy work, in liaison with the Policy Lead and the Head of Policy and Development, including formulating Housing Rights policy position in the areas of housing and homelessness
- 1.2** to support the analysis of external developments including proposed changes in government policy and draft legislation and to develop Housing Rights policy position on issues
- 1.3** to support rapid responses and more detailed analysis to respond to external demands such as government announcements, media enquiries and requests for briefings including from senior staff and the Chief Executive
- 1.4** to maintain regular contact with frontline services and projects and, based on the direct experiences of Housing Rights clients, co-ordinate and prepare policy responses to formal consultation documents, policy proposals, draft legislation and press announcements on issues
- 1.5** to identify policy issues by maintaining knowledge of relevant policy areas; monitoring issues emerging from Housing Rights work with people affected by poor housing and the external policy and political agenda
- 1.6** to commission research, identify the policy implications and ensure the outputs of any research are used to the maximum effect
- 1.7** to identify and review good practice to inform the development of innovative policy options and solutions to problems associated with renting and homelessness prevention
- 1.8** to facilitate and support the involvement of service users in influencing decision making at government level on relevant policy matters
- 1.9** to identify opportunities for Housing Rights to work in partnership with other organisations in developing policy responses and producing outputs

2.0 Public affairs

- 2.1** to effectively represent Housing Rights to a range of audiences including MLAs, MPs, government policy officials and housing professionals. This will include participating in public events, making presentations, and contributing to working parties/advisory groups on housing and related issues

JOB DESCRIPTION

continued

Key Duties:

- 2.2** to support the preparation of publicity material and undertake awareness raising activities to promote Housing Rights policy objectives and build consensus with: MLAs; MPs and those individuals/agencies responsible for development of housing and related policy and legislation in NI
 - 2.3** to prepare and circulate press statements on policy issues and deal with enquiries from media, in liaison with the Head of Policy and Development and the Digital Communications and Marketing Officer, including undertaking media interviews as required
 - 2.4** to support the development of policy content for Housing Rights written outputs, including reports, articles, social media, material for the website, and to undertake other means of communicating policy and related issues as appropriate
 - 2.5** to monitor proceedings at the NI Assembly and identify opportunities for engagement, including in new and emerging areas related to housing
- 3.0 Developing effective working relationships**
- 3.1** to create, develop and maintain effective internal working relationships
 - 3.2** to create, develop and maintain effective working relationships with key stakeholders including service users, central and local government officials, elected members, social housing providers and private landlords
 - 3.3** to lead, facilitate and contribute to meetings/groups discussions
- 4.0 Developing self and others**
- 4.1** to plan, allocate and organise own workload
 - 4.2** to monitor and evaluate own work
 - 4.3** to develop self to enhance performance
 - 4.4** to proactively communicate Housing Rights policy position and policy work to other Housing Rights staff and to contribute to training and development activities for colleagues
- 5.0 Other**
- 5.1** to act in accordance with the agreed values of the organisation
 - 5.2** to ensure the policy and procedure of the organisation, with respect to Equal Opportunities and Health and Safety, are observed
 - 5.3** to undertake any other duties, consistent with the post, which may from time to time be required by the Policy Lead or Head of Policy and Development

The duties of the post will be subject to review in accordance with the needs of the organisation.

PERSON SPECIFICATION

Job title	Policy Officer
Grade	NICS EOI £33,542 – £34,231 pro rata
Responsible to	Policy Lead
Hours	Up to 22.5 hours per week (until October 2027, with the possibility of extension subject to funding)

Education and experience

Essential

- * third level qualification or equivalent in a relevant discipline, e.g. social policy, research, economics, politics etc.

Desirable

- * Demonstrated experience of public speaking or delivering presentations

Relevant experience/ training

Essential

- * minimum of one year's experience of policy and public affairs work, including lobbying work, or two years' experience in the provision of relevant housing advice
- * demonstrated experience of writing policy documents, including consultation responses and policy briefings
- * demonstrated experience of developing effective working relationships with key stakeholders including the general public, government officials and political parties

Knowledge

Essential

- a good understanding of social justice issues and government policies relevant to vulnerable and disadvantaged groups
- Knowledge of the working of the NI Assembly or other parliamentary body

Desirable

- A good understanding of housing law and issues

PERSON SPECIFICATION

Skills/ Attributes

Essential

- excellent written and oral communication skills
- ability to work on own initiative and as part of a team
- excellent interpersonal and influencing skills
- ability to organise, prioritise and plan work to meet challenging deadlines
- ability to work under pressure and handle conflict effectively
- good IT skills and knowledge

*** Denotes criteria to be used in short-listing process.**

Knowledge, skills and attributes will be tested at the interview

TIMELINES

Advertise		20 November 2025
Closing date		8 December 2025 at 10:00am
Interview		17 December 2025

INTERVIEW PANEL

Stephen Morrison - Policy Lead		Housing Rights
Jamie Miller - Head of Policy and Development		Housing Rights
Kate McCauley - Chief Executive		Housing Rights

Complete and return the application and equal opportunities monitoring forms by the closing date.

You can submit the forms by:



recruitment@housingrights.org.uk



Recruitment, Housing Rights,
The Skainos Centre, 239 Newtownards Road, Belfast BT4 1AF

If you need us to make any reasonable adjustments to help you during the recruitment process, please let us know.

Housing Rights greatly values diversity and we actively encourage applications from all sections of the community.