



ARE NOW RECRUITING FOR:

ADVOCACY INTERNSHIP

Location: MS Ireland, 80 Northumberland Road, Dublin 4 & remote

MS Ireland is the national voluntary organisation which provides services to people with Multiple Sclerosis throughout Ireland. You will gain valuable work experience and enhance your education by interning with MS Ireland. Learn from our talented staff and make a difference while building new skills and applying your college experience.

An internship with MS Ireland not only allows you to develop skills and gain experience but also provides an opportunity to make a difference in the lives of those living with multiple sclerosis and their families.

Basic Requirements:

- Must be at least 18
- Must be enrolled with a university at the time of the internship
- Must have a good working knowledge of Irish politics
- Must have interest in area of patient advocacy
- (14 to 16) (IDK) hours a week during the regular business hours of Monday through Friday from 9:30 am to 5:00 pm, with the exact days and times to be determined according to intern schedule. Flexibility is required as there may be occasional evening or weekend activities.

Main Job Duties:

- Responding to correspondence and enquiries from our community on our behalf
- Gathering relevant information to resolve or progress information/advocacy issues and assist in lobbying relevant organisations
- Liaising with Government agencies, voluntary sector and others to resolve information/advocacy matters
- Attending meetings as appropriate
- Ensuring that enquiries are dealt with sensitively and confidentially
- Developing and implementing office systems/procedures
- Responsibility for efficient data and file management to comply with Data Protection & GDPR legislation
- Overall management of the Information/Advocacy Officers's diary commitments, delegating tasks to others as appropriate
- Planning and attending events
- Providing secretarial support for meetings as required
- Building relationships with business, community, and other groups
- Provide support to the Information Officer where necessary.

If you are interested in applying for this role, please send a detailed CV to

alisonc@ms-society.ie

Please ensure you identify your email by stating **Advocacy Internship** in the subject bar.

MS Ireland is an equal opportunities employer