



Irish Council for International Students (ICOS)



#JOB-2474418

IRISH COUNCIL FOR INTERNATIONAL, 41



Morehampton Road, Donnybrook, Dublin 4,
D04 AE28



No of positions : 1



Paid Position



35 hours per week



44000.00 Euro Annually



09/10/2026



06/11/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : orlal@icosirl.ie



Open your camera
app & point here
to view this ad
online



Policy and Information Officer

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

ICOS is seeking an experienced Policy and Information Officer to join our Communications Team. The role combines directly engaging with and supporting international students with broader member and stakeholder consultation to inform our advocacy work.

Key responsibilities

Information and enquiries

- Respond to enquiries from international students and ICOS members, providing accurate, accessible information, signposting and referrals within the boundaries of ICOS' role; escalate complex or sensitive issues as appropriate.

- Research, verify and maintain practical information resources on the issues affecting the rights of international students, including: immigration, employment, accommodation, education and student welfare.

- Record and analyse enquiries and member feedback, identifying recurring and emerging issues to inform ICOS' policy positions, communications and reporting.

Policy and research

- Monitor relevant policy, legislative and regulatory developments affecting international students and international education in Ireland.

- Research issues and analyse evidence from enquiries, student engagement and other sources to inform ICOS' policy positions and recommendations.

- Draft policy submissions, consultation responses, briefings and advocacy correspondence, and support engagement with government, public bodies, members and other stakeholders.

Communications and member engagement

- As part of communications team, contribute to: researching, drafting, editing and proofreading accurate, accessible content for ICOS' website, member updates, email mailings and social media, translating complex information for different audiences.

- Prepare and coordinate regular member mailings and information updates, supporting engagement and information-sharing with ICOS members.

- Use website content management systems, email marketing or mailing platforms and social media

tools to publish and distribute content, keeping information up to date.

- Work with communications colleagues to plan content and campaigns and promote ICOS' policy work, research, events and resources.

- Support the planning and delivery of ICOS seminars, consultations, workshops, campaigns and other student and stakeholder engagement activities.

International student engagement

- Coordinate ICOS' Student Advisory Group, including recruitment, communications, meeting planning, facilitation and follow-up.

- Develop inclusive opportunities for international students to contribute through consultations, focus groups, surveys, events and campaigns.

- Build relationships with international students and student representatives, ensuring their perspectives inform ICOS' information, policy and communications work.

- Provide support to the Ireland Fellows Programme events and activities, including participant support when required.

Apply: Email CV (2-page max) and cover letter (1 page max) in one PDF to recruitment@icosirl.ie

Subject Line: ICOS Policy and Information Officer - Application

- This vacancy is suitable for Remote/Blended working
- **Sector:** information and communication

Career Level

- Experienced [Non-Managerial]