

Job Title: Campaigns and Communications Director

Job Purpose: The Campaigns and Communications Director is responsible for leading, designing, planning and implementing the Alliance's campaigns and communications strategies, plans and budgets.

Organisational Leadership and Management

- As a member of the Senior Management Team (SMT), assist the Chief Executive to manage the organisation and to implement strategic and operational plans.
- Actively contribute to strategic planning, work planning, budgetary, board reporting, funder reporting and evaluation activities.
- Assist the Chief Executive and senior management to prepare reports and proposals for the Board, funders and donors.

Campaigns/External Communications Leadership and Management

- Lead and manage the Alliance's key campaigns including key issue-based campaigns as well as Budget and potential election campaigns.
- Oversee the end-to-end campaign process from campaign design, implementation to delivery.
- Develop and implement influencing strategies with key stakeholders and decision-makers.
- Build and maintain strong relationships with key political and sectoral stakeholders and members on campaign issues.
- Be responsible for the line-management, support, mentoring, development and appraisal of the campaign and communications staff.
- Oversee all external communications for the Children's Rights Alliance, ensuring that its message is consistent and engaging.
- Develop and implement effective communications strategies and plans to promote the Children's Rights Alliance and help the organisation achieve its strategic aims.
- Oversee the management of design, content and production of communications materials and of the Alliance's key communications assets such as the website and social media profiles.
- Provide oversight and manage budgets for campaigns and communications outputs.
- Provide oversight to the press office and media monitoring activities of the Alliance to ensure that the Alliance maintains a strong media presence in line with strategic objectives
- Keep abreast of developments in best practice in campaign and communications techniques with a view to continuously improving Alliance activities in this area.
- Represent the Alliance at relevant external forums and events as and when required.

Other

- Act in accordance with the objectives and ethos of the Alliance.
- Participate in regular supervision with your line manager.
- Participate in team and staff meetings, service reviews/evaluations and contribute to the development of policy and practice within the organisation.
- Report any area of concern to your line manager in a timely manner.
- Show reasonable flexibility in relation to hours of work of attendance to meet the needs of the work. Working during unsociable hours may be required.
- Participate in and engage with a performance management programme.
- Identify training needs with your line manager and participate in training opportunities appropriate to the role.
- Be vigilant to any health and safety risks, data protection and child protection risks in the workplace and bring any concerns to designated officers and/or your line-manager.
- Participate in the efficient flow of information within the organisation by sharing and seeking information as appropriate.
- Undertake other duties as may be reasonably required from time-to-time.

Experience and Knowledge

Experience

- Three years' management experience, inclusive of project coordination and people management.
- Track record in delivering successful campaigns and communications outputs.
- Experience managing the implementation, tracking and measurement of public campaigns and communications activities.

Knowledge

- Knowledge of how to devise integrated campaigns with the aim of acquiring and retaining more supporters and achieving outcomes.
- Excellent understanding of the Irish public affairs landscape.
- Excellent project planning skills.
- An understanding of the importance of an organisation's brand and identity when it comes to campaigns
- A masters' degree in a relevant field.

Skills and Abilities

- Strong written and verbal communication.
- Project management/coordination abilities.
- Demonstrated ability to think strategically and to identify opportunities.
- Ability and aptitude to respond to a changing external context.
- Excellent interpersonal skills.
- Ability to plan and prioritise own and the team's work.
- Ability to prioritise competing demands and to meet deadlines.
- Ability to learn new tasks or processes.
- Leadership skills and ability to motivate a dedicated team.
- Strong teamwork skills with an ability to work well within a small dynamic team.
- Ability to work on own initiative and to collaborate with colleagues from other teams and other organisations/departments.
- Excellent organisation skills and ability to produce accurate work.
- Committed, driven and hard working.

- A commitment to the values of the Children's Rights Alliance.

Location: Offices of the Children's Rights Alliance, 7 Red Cow Lane, Smithfield, Dublin 7. Note: The Children's Rights Alliance is trialing a hybrid model and will be adopting a hybrid model in the future.

Reporting to: Chief Executive

The Terms, Conditions, and Benefits:

- This position is fulltime and is 35 hours per week.
- The salary is based on a scale starting at €51,600 per annum with an annual 1.5% increase upon successful performance based on a five-point incremental scale.
- The employers' pension payment is 5%.
- The position is for a three-year contract.
- The contract is subject to a six-month probationary period which may be extended.
- The annual leave entitlement is 25 days in the calendar year.
- The office is closed for one day at Easter and four days at Christmas. Staff do not need to take annual leave days to cover closure days.
- Staff have access to an Employee Assistance Programme.
- The Alliance provides support with training and professional development.

For a complete job description and further details, please visit our website: www.childrensrights.ie or send queries to jobs@childrensrights.ie

A letter of application, along with a CV should be sent to Tanya Ward, Chief Executive, Children's Rights Alliance, 7 Red Cow Lane, Dublin 7 or to: jobs@childrensrights.ie Queries directly to Tanya, Mobile: 087 653 1069.

The deadline for receipt of applications is **12 noon, Wednesday 1 June 2022**