

**The Children's Rights Alliance unites over 140 members working together to make Ireland one of the best places in the world to be a child.**

**We change the lives of all children by making sure that their rights are respected and protected in our laws, policies and services. We identify problems for children. We develop solutions. We educate and provide information on children's rights. We unite our members and put pressure on Government to put children first.**

**The Children's Rights Alliance is recruiting a Communications Officer to support the Campaigns and Communications Director.**

**Job Title:** Communications Officer

**Job Purpose:** The Communications Officer supports the Campaigns and Communications Director in the roll-out of the communications strategy for the Children's Rights Alliance and the member engagement strategy that aims to build a national movement for children and young people. The role includes media and press work, social media activities, website updates and database management.

**Main Tasks:**

**Communications**

- Develops key media messages and arguments in conjunction with the Campaigns and Communications Director for the Alliance's public communications outputs
- Support the Campaigns and Communications Director to ensure timely and appropriate responses to media queries
- Manages the logging of media files, articles, databases and contacts
- Drafts, contributes to and conducts follow-up on press releases, responses and articles on key children's rights issues for internal and external communications
- Completes media pitches for key launches and events
- Supports the implementation of the digital media plan for the Alliance including social media messaging and content creation
- Provides support to the Campaigns and Communications Director to sustain the Alliance's strong media and social media presence and personality
- In conjunction with the Campaigns and Communications Director, develops a strong network of key stakeholders, including journalists and other communications professionals within the NGO sector

- Promotes and conducts analysis on the impact of our communications activities for internal and external reports and publications
- Ensures strict adherence to the Children's Rights Alliance brand
- Supports the Campaigns and Communications Director in proof-reading and editing
- Supports the Campaigns and Communications Director in the liaison with external suppliers on communications outputs
- Working closely with the Communications and Development team, assists in the drafting of content for the Alliance newsletter, Annual Report and member briefings
- Manages and updates content for the Children's Rights Alliance website
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#### **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**

##### *Essential*

- Educated to third level
- At least 2 or more years' experience in a communications position
- Experience of writing engaging press releases and articles
- Experience of media/public relations nationally and locally and good knowledge of Irish media landscape

##### *Desirable*

- A professional qualification in public relations, marketing or similar
- Experience in digital media/ communications marketing campaigns
- Experience using social media management tools
- Experience working with Salesforce or other CRMS
- Experience in event management
- Experience of liaising with suppliers
- Good knowledge of Irish political landscape

#### **Skills and Special Aptitudes**

- Ability to think creatively and to identify promotional opportunities
- Excellent written and verbal skills
- Excellent organisational skills and ability to manage a complex work load
- Ability to work to tight deadlines

- Ability to work well within a small dynamic team and work of their own initiative
- Excellent knowledge of ICT
- A commitment to the values of the Children's Rights Alliance

**Location:** Offices of the Children's Rights Alliance, 7 Red Cow Lane, Dublin 7, Ireland

**Reporting to:** Campaigns and Communications Director

**Terms:** This is a full-time post and two-year appointment initially with a six-month probationary period. The salary for this position starts between €35,000 and €41,000 a 5% contribution to a pension after six months. Other benefits include: 1.5% annual increase based on the successful completion of your annual appraisal; annual leave of 25 days; closure of the office on Good Friday and Christmas period (four days); the Alliance's Time in Lieu Policy applies to this position; Travel (bike-to-work schemes/tax saver commuter tickets) and access to the Alliance's Employment Assistance Programme.

**Applications:** Please send a cover letter and cv addressed to Tanya Ward, Chief Executive by email: [jobs@childrensrights.ie](mailto:jobs@childrensrights.ie)

**Closing Date:** This is a rolling recruitment. The process will close when a suitable candidate has been identified.