

Job Title: Communications and Membership Officer

Job Purpose: The Communications and Membership Officer supports the Communications and Development Manager in the roll-out of the communications' and membership strategies for the Children's Rights Alliance and its member organisations. This includes media and social media activities, website updates, database management, membership communication, development and support.

Main Tasks:

Communications

- Works within the Communications and Development Team to implement a strategic Communications Strategy and approach to further the organisation's strategic objectives.
- Manages and updates content for the Children's Rights Alliance website.
- Promotes and conducts analysis on the impact of our communications activities.
- Ensures strict adherence to the Children's Rights Alliance brand.
- Supports the Communications and Development Team in, proof-reading and editing and liaising with designers for reports.
- Provides support to the Communications and Development Team to sustain a strong social media presence and personality.
- Manages the logging of media files, articles, databases and contacts.
- Develops key media messages and arguments in conjunction with the Communications and Development Manager for Senior Management.
- Drafts, contributes to and conducts follow-up on press releases, press statements and articles on key children's rights issues for internal and external communications.
- Completes media pitches for key launches and events.
- In conjunction with the Communications and Development Manager, develops a strong network of key stakeholders, including journalists and other communications professionals within the NGO sector.

Membership Development and Support

- Implements a Membership Strategy to ensure that support for the Alliance among members is strong in terms of levels of participation, engagement and funding support.
- Identifies, monitors and responds to the needs of the membership as they relate to the Alliance's mission and help to retain the Alliance's membership base.
- Works with the Alliance to ensure a secure and stable membership income stream is achieved, to include the roll-out of a Member Development Fund.
- Coordinates internal communication to Alliance members.
- Collates and disseminates a weekly Oireachtas Monitor and a bi-monthly e-bulletin – Children's Rights Now, and ensures that these respond to the needs of the members.

- Working with the Administration Team and the Communications and Development Team, maintains accurate and up-to-date membership details in the Alliance's membership database.

Organisational Development

- As a member of the Communications and Development Team:
 - Take part in and contribute to the development of a Communications and Development Strategies.
 - Take part in and contribute to strategic/work planning, budgetary and evaluation activities.
 - Assist the Communications and Development Manager to prepare reports for the Board, funders and donors.
- Take part in and contribute to strategic planning, work planning, budgetary and evaluation activities.

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. Work during unsocial 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 of child protection risks in the work place 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 two years' experience in a communications position.
- Experience of maintaining a website
- Experience of writing press releases and articles, and of dealing with the media nationally and locally.

Desirable

- A professional qualification in public relations, marketing or similar.
- Good IT knowledge and proficiency.
- Experience of online communications including managing a social media account
- Experience of working in a membership organisation.
- Experience of maintaining a contact management system.
- Experience of organising events.
- Experience of liaising with suppliers.

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.
- 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: Communications and Development Manager

Terms: This is a full-time role with an employment contract for 2.5 years. The salary for this position is set at €35,000 with a 10% contribution to a pension after six months.

Applications: 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: tanya@childrensrights.ie

The deadline for receipt of applications is 5pm, Monday, 15 January 2018.