

Job Title: Membership and Public Affairs Assistant

Membership

- Monitor and respond to the needs of the membership as they relate to the Alliance's mission.
- Help retain and grow the Alliance's membership and maximise participation and engagement opportunities for members.
- Coordinate internal communication to Alliance members on working groups, and other meetings, events and general updates.
- Provide support and assistance on event management.
- Help ensure a secure and stable membership income stream is achieved, to include the roll-out of a Member Development Fund. This includes invoicing, receipting and follow up on membership fees.
- Maintain accurate and up-to-date membership details and records in the Alliance's membership database.

Public Affairs and Communications

- Collate and disseminate a weekly Oireachtas Monitor and a quarterly e-bulletin – 'Children's Rights Now', and ensure that these respond to the needs of the members.
- Work within the Communications and Development Team to implement a Communications Strategy and strategic approach to further the organisation's strategic objectives.
- Manage the logging of media files, articles, databases and contacts through Salesforce CRM.
- Conduct analysis on the impact of our communications activities for funder and annual reports.
- Contribute to and conduct follow-up on press releases, press statements and articles on key children's rights issues for internal and external communications.
- Support the team in terms of media and social media work.
- Support the team to develop a strong network of key stakeholders, including journalists and other communications professionals within the NGO sector.
- Support the Communications and Development Team in proof-reading and editing, and liaising with designers for reports.
- Ensure strict adherence to the Children's Rights Alliance brand.
- Update content for the Children's Rights Alliance website.
- Manage communications and public affairs enquiries from the public, as applicable.

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.

Person Specification

Experience and Knowledge

Essential

- A relevant qualification in public relations, public affairs, communications, marketing, administration or similar.

Desirable

- Experience of:
 - communications and/or public affairs
 - not-for-profit sector and/or in a membership organisation
 - organising events
 - liaising with suppliers
 - a contact management system e.g. Salesforce

Skills

Essential

- Good organisational skills and ability to manage a busy work load and to meet deadlines.
- Good ICT knowledge.
- Good written and verbal skills.
- Ability to work well within a small dynamic team.
- A commitment to the values of the Children's Rights Alliance.

Personal Attributes

Essential

- Committed, driven and hard working.
- Ability to prioritise competing demands and to meet deadlines.
- Positive, consistent, thorough and accurate.
- Strong team player.
- 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, Ireland

Reporting to: Head of Communications and Development

Terms:

This is a 5 day week position. The full salary is €30,000 with a 10% pension contribution after six months. This is an eight month temporary contract position. The contract is subject to a six month probationary period.

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: jobs@childrensrights.ie

The deadline for receipt of applications is Monday, 4 February 2019.

Interviews will take place on Monday, 11 February