

# CHILDREN'S RIGHTS ALLIANCE

**Job Title:** Membership and Campaigns Officer

**Job Purpose:** The Membership and Campaigns Officer is responsible for the implementation of the membership strategy for the Children's Rights Alliance and promotion of active involvement of our membership/ the members in the work of the Alliance. The Membership and Campaigns Officer will also support the Alliance in developing public affairs opportunities for regular and direct impact in Oireachtas proceedings and support the delivery of campaigns.

**Main Duties:**

*Membership*

- Support the implementation of the Membership Strategy to ensure that support for the Alliance among members is strong in terms of levels of participation, engagement and funding support.
- Coordinate communications with members and the membership working groups of the Alliance.
- Identify, monitor and respond to the needs of the membership as they relate to the Alliance's mission.
- Manage membership administration including invoicing, receipting, database and record maintenance and follow up on membership queries and fees.
- Help retain and grow the Alliance's membership and maximise participation and engagement opportunities for members.
- Assist the Business Development and Membership Manager to ensure a secure and stable membership income stream is achieved, to include the roll-out of a Member Development Fund.
- Provide support and assistance with managing in person and online Alliance events.

*Public Affairs and Campaigns*

- Monitor national parliament proceedings and support the Alliance in developing public affairs opportunities for regular and direct impact in Oireachtas proceedings.
- Monitor United Nations (UN), European Union (EU), Council of Europe (COE) proceedings and support the Alliance in developing public affairs opportunities.
- Compile national and international public affairs updates for members.
- Collate and disseminate the weekly 'Oireachtas Monitor' and other information outputs.

- Gather, analyse and review relevant political, legislative and public policy information, and carry out research on children's rights and public affairs issues as directed and when required.
- Support and assist with management of in person and online Alliance public affairs and campaign events.

### **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 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.
- Participate in Strategic Planning, Work Planning, Budgetary and Evaluation Activities.
- Assist the Alliance to complete evaluation reports, board reports and reports for funders.
- 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 relevant position.

#### **Desirable**

- Experience of working in a membership organisation.
- Experience in event management.
- Experience of liaising with suppliers.
- Experience working with Salesforce or other CRMs.

#### **Skills**

- Excellent written and verbal skills.
- Excellent organisational skills.
- Ability to work well within a small dynamic team and work of their own initiative.

- Excellent knowledge of ICT.
- Good analytical skills.
- Good interpersonal skills.
- Good research skills.
- A commitment to the values of the Children's Rights Alliance.

**Location:** The usual place of work will be the office based at 7 Red Cow Lane, Smithfield, Dublin 7 with some hybrid working.

**Reporting to:** Business Development and Membership Manager

**Terms and conditions:** This is a 35 hour a week post and one-year appointment initially with a six-month probationary period. The salary for this position commensurate with experience with 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 an Employee Assistant Programme.

**Applications:**

A letter of application, along with a CV should be sent to Tanya Ward, Chief Executive at: [jobs@childrensrights.ie](mailto:jobs@childrensrights.ie)

Closing date for applications is **COB – Tuesday 07 May 2024.**