

**Job Description**

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| **Job Title:** | Communications Officer |
| **Organisation:** | Irish Jesuits International |
| **Location:** | 20 Upper Gardiner Street, Dublin 1, D01 E9F3 |
| **Start Date:** | January 2022 |
| **Reports to:** | Operations Manager |
| **Type of Employment:** | Full time/ Part Time (3 days min). Please see Terms & Conditions for more information. |
| **Contract Duration:** | 3 months’ probation as part of an initial 2-year contract |
| **Salary:** | Depending on Experience |

**Overview:**

This is an exciting opportunity to join the international agency of the Irish Jesuit Province. Irish Jesuits International (IJI) is a registered charity which supports education, health and well-being, protection and resilience programmes in in Africa, Asia and the Middle East. Our partners include Jesuit project partners including the Jesuit Refugee Service (JRS). Last year, we supported 140,890 individuals through 28 development projects in 14 countries.

**Role Purpose:**

The role of Communications Officer is integral to the strategic plan of IJI. The purpose of this role is to develop and deliver a comprehensive communications strategy in collaboration with the Communications Co-ordinator. The role holder will have an annual workplan which aligns to IJI’s strategic framework, with measurable outcomes, which will be reviewed quarterly.

**Role Objectives**

* Develop the communications strategy to support IJI’s organisational objectives
* Maximise communications outputs in order to raise awareness of IJI; to advocate and to support campaigns
* Collaborate closely with the Communications Co-ordinator to deliver on set targets

**Core Responsibilities**

* **Relationship management with Irish Jesuit Schools**
  + Lead on engagement with Irish Jesuit Schools regards to raising awareness of the work of the IJI
  + Develop and run a Lenten annual campaign for Irish Jesuit Schools which complements the curricula, furthers development education and supports the critical work of one of our international partners
  + Engage with staff from Irish Jesuit Schools through the Ignatian Formation Group in the campaign design and resources required for schools to run with the campaign effectively
  + Organise and coordinate Transition Year internships at the IJI from students in Irish Jesuit Schools
  + Identify teachers in Irish Jesuit schools interested in volunteering opportunities with our Jesuit partner schools overseas and co-ordinate the volunteer pre-departure and return aspect of each placement, liaising with our Roving M&E Advisor on the overseas aspect of each placement
* **Communications Strategy development and delivery**
  + Develop, implement and evaluate strategic communications campaigns targeted to our target publics, in line with organisational goals of the IJI Strategic Plan
  + Raise awareness in Ireland and internationally of IJI’s work in supporting communities who are marginalised because of poverty, conflict and climate change
  + Engage with Jesuit works in Ireland and the Communications Office in the Irish Province on furthering the reach of IJI
  + Engage with other Jesuit works internationally, including Xavier Network members, on sharing communications campaign strategies and content
  + Liaise with our international partners to develop communications content that accurately reflects the contribution of the IJI to their work in order to increase awareness and support campaigns
  + Provide written and visual content for offline and online communications channels
  + Lead on awareness raising events and campaigns in Ireland, working closely with the IJI team on scheduling activities against the IJI Annual Planner
  + Identify new opportunities and lead on strategies to generate income and access new donor streams
  + Ensure that all communications and campaigns are carried out in line with best practice, sector guidelines and relevant legislation
* **Media Relations**
  + Develop and implement a media strategy to highlight the work of the IJI
  + Prepare press releases in consultation with the Director and relevant persons in the IJI
  + Monitor and track all media coverage
  + Build social media presence
  + Provide content to enable the production of traditional publications (newsletters, bulletins, reports) and videos
* **Advocacy**
  + Ensure that all communications materials educates and raises awareness among the public and policy makers in line with IJI ethos and values. Support, complement and add value to the current advocacy work
  + Monitor developments affecting social justice issues addressed within IJI through regular team meetings to ensure communications are up-to-date and relevant
  + Collaborate with the Communications Office, and Education Office of the Province and with Jesuit secondary schools in Ireland to promote IJI
  + Responsibility for engagement for the Jesuit schools in Ireland for any IJI advocacy work/campaigns.

From time to time, other duties may be assigned by the Director or Operations Manager.  
  
**Travel**

The role requires some international travel in furtherance of its objectives.

**Skills & Attributes:** Essential

* Minimum of three years relevant work experience
* Experience in communications within the charity sector
* Excellent verbal and written communications skills, including copyediting and proofreading skills
* Ability to create and deliver communications and campaign materials – flyers, posters, online ads
* Proficiency in Microsoft Office Suite, CRM software (e.g. Salesforce, Raisers Edge, Donor Strategy)
* Proficiency in working with Wordpress, MailChimp, Hootsuite, Twitter, Facebook and YouTube
* Commitment to the values, ethos, goals and work of IJI
* Uphold and strengthen at all times the strong reputation of IJI and ensure integrity, credibility and transparency in all activities.

**Skills & Attributes:** Desirable

* Third level qualification in a relevant discipline
* Experience in fundraising within the charity sector
* Photography, video production and editing skills
* An affinity with missionary development work

**General terms and conditions**

Full Time/Part Time

IJI is willing to consider candidates available for a minimum of 3 days (21 hours per week) to full time (5 days per week). For the successful candidate, if available for more than 3 days (21 hours per week), additional duties will be discussed and added to the job description, relevant to their own skillset and experience.

Safeguarding

This role operates in accordance with the Society of Jesus Irish Province Child Safeguarding Procedures and must adhere to the guidelines and standards set within. IJI is an equal opportunities employer.

**How to Apply**

Please submit your CV and cover letter to [jobs@iji.ie](mailto:jobs@iji.ie), with ‘Communications Officer’ in the subject heading, attention to the Director, by closing date 10th January 2022. Please also indicate if you’re interested in 3 days (21 hours per week) or more.