



Communications Officer

Permanent Part Time Role

Job title:	Communications Officer
Location:	Ruhama Head Office Annexe (3 Castle Street, Dublin 2)
Reports to:	Policy and Communications Manager
Purpose:	The Communications Officer will be key in developing and delivering the organisation's public voice. They will be responsible for supporting the Policy & Communications Manager with the development and creation of impactful and engaging content for social and traditional media that supports our advocacy and frontline work with women who have been impacted by prostitution and human trafficking for sexual exploitation.
Hours:	This part time role is for 21 hours per week.

The main duties and responsibilities for this role include but are not limited to:

Communications:

- Produce arresting, engaging, high-quality digital and multimedia content to support advocacy, campaigns and service-user information needs
- Manage and update website
- Create impactful content for our social media channels to develop and inform our various audiences and stakeholders
- Develop commanding and clear briefing materials for our stakeholders and partners
- Develop slide decks for the CEO and other members of the team as required for internal and external use
- Maintain records of digital media and press activities
- Translate our policy submissions, research and reports into distinctive, and accessible key messages and communications
- Review and update on an ongoing basis Ruhama's public facing printed communication materials and maintain stocks nationally
- Harmonize the overall look and oversee the design of all new printed materials including the Annual Report and the various research reports
- Develop and support the organisation's internal communication through the creation of a stimulating, visually appealing and relevant staff newsletter
- Develop communications guidelines with the Policy and Communications Manager for all staff engaging externally
- Advance the development of ideas to mark all relevant national and international awareness days
- Ensure all communications reflect trauma-informed and victim/survivor centred principles

- Ensure that the privacy and anonymity of all service users is safeguarded in all communications
- Maintain and develop a Ruhama communications calendar of events and deadlines

Organisational Responsibilities/Admin

- Work as a team member to fulfil the policies, aims and objectives of Ruhama
- Perform any other duties assigned or delegated by your line manager
- Attend supervision on a regular basis with line manager
- Comply with all Ruhama policies and procedures

Person Specification

Qualifications:

- A third level qualification in a relevant field (Communications, Media, Journalism, Public Relations/Marketing)

Essential Experience and knowledge:

- A minimum of 3 years' experience in communications or online media/journalism
- Excellent English, writing and storytelling abilities adaptable across different audiences and fora
- Excellent graphic design, video editing or multimedia skills
- Proven experience in running and growing social media accounts
- Demonstrable experience in website management
- Excellent content creation skills
- Ability to communicate sensitive issues ethically, passionately and with care
- Strong organisational skills with the ability to advance projects in the face of competing priorities
- Eagerness and curiosity to develop professionally and undertake training in emerging areas

Desirable

- Experience working in the NGO or charity sector
- Strong and demonstrable knowledge of the area of Domestic, Sexual and Gender-Based Violence
- A qualification in Graphic Design
- A feminist analysis and understanding of Gender-Based Violence

The successful candidate will be subject to Garda vetting.

Ruhama is an Equal Opportunities Employer