Community Law & Mediation

JOB DESCRIPTION FOR THE POSITION OF

COMMUNICATIONS & EDUCATION OFFICER (FIXED TERM CONTRACT)

Job Title	Legal & Education Officer
Employer	Community Law & Mediation (CLM)
Reports to	The direct line report is to the Policy, Communications, and Public Affairs Manager of CLM.
Salary	Details available on request
Hours	5 days per week: Monday- Thursday 9.30am – 5pm Friday 9.30am-4pm
Duration of Contract	Fixed term for 12 months, subject to successful completion of a 3-month probation period.
Start Date	Immediate Start
Location	CLM Offices, Northside Civic Centre, Bunratty Road, Coolock, Dublin 17. Some travel may be required. CLM's current remote working policy provides that staff work a minimum of 2 days per week in the office.
Application Deadline	The closing date for receipt of applications is **25th November 2026 at 5pm**
Proposed Interview Date	Interviews will be held in the week of **30th November 2026** or **7th December**

About CLM

Community Law & Mediation (CLM) is a community-based, independent law centre and charity providing services nationwide and operating in two locations: Dublin and Limerick. It was founded in 1975 and assists almost 4,000 people/issues annually through its services, which include free legal advice and representation; information and education; and mediation and conflict coaching. CLM also campaigns for law reform, and for the safeguarding of rights already enshrined in law.

For further information, please visit our website.

The role of the Communications & Education Officer

This is a unique and exciting opportunity for someone seeking to build their communications, advocacy, and public education career in one of the leading independent law centres in Ireland, and by doing so, work to make a major difference in Irish society.

The successful candidate will play a vital role in extending the reach and reputation of CLM as well as supporting the legal team to provide education services to the community CLM serves.

Key Responsibilities

Community Education

- Coordinate the implementation, delivery, evaluation and promotion of the community education strategy and plan
- Liaise with community, voluntary & social justice groups on their training needs
- Respond to requests for training
- Design and deliver Know Your Rights talks to the community
- Meet funding targets in relation to community education
- Liaise with legal education volunteers
- Coordinate & deliver CLM's Legal Eagles school's programme
- Support CLM staff with community outreach and engagement
- Maintain the Community Education and stakeholder engagement trackers, report on relevant KPIs and complete relevant reports to funders.

Communications

- Support Policy, Comms & Public Affairs Manager to promote CLM's services, and showcase the organisation's impact.
- Create and manage content for CLM's social media platforms including plain-English information campaigns, jargon busters, infographics; track social media metrics.
- Maintain and update CLM's website to ensure it is an easy-to-access repository of information on services, information and resources, making effective use of Search Engine Optimisation tools and opportunities such as Google Ad Grants.
- Collate content from staff to draft newsletters for CLM's stakeholders.
- Assist with writing press releases, blogs and other materials.
- Assist with the organisation and running of events.
- Manage the design, print and publication of CLM materials under direction of the Policy, Comms & Public Affairs Manager.
- Arrange quarterly leaflet drop to local community groups, family resource centres, libraries and other key locations.
- Monitor media and current affairs and Oireachtas activity to identify and maximise opportunities for the organisation to inform the public debate.
- Support COO in relation to CLM's returns to the Register of Lobbying.
- Support the Policy, Comms & Public Affairs Manager to ensure that CLM's communication outputs are consistent, of a high standard, and maintain a strong brand for the organisation.
- Such other tasks as may reasonably be required from time to time.

Person Specification

<u>Essential</u>

- Degree in communications, journalism, marketing, education, law or other relevant third level qualification
- Strong communications and presentation skills, including written, verbal, and digital
- Strong understanding of Irish media and political landscape
- Experience in, or at minimum, an understanding of digital tools, including SEO and AEO, e-learning platforms, Mailchimp, content management systems, and social media
- Proven organisational and administration skills with good attention to detail
- Ability to meet targets and work to deadlines
- Strong ability to work effectively as a member of a team
- Responsive and adaptive to a dynamic work environment
- Enthusiasm and commitment to social justice and equality

Desirable

- Experience working in a legal office
- Experience working in the area of education, both in-person and digital delivery
- Experience working in communications or marketing role, e.g. writing press releases, strategy documents, or marketing content or experience of managing digital or social media campaigns
- Advocacy experience, particularly online advocacy
- Demonstrated interest in social justice and equality

Application

Please email completed application form and CV, as one document, to Erica Mills at emills@communitylawandmediation.ie

The closing date for receipt of applications is Wednesday 25th November at 5pm. Interviews will be held the week commencing Monday 30th November or 7th December.

To view CLM's fair processing notice, please click here. Community Law & Mediation is an equal opportunities employer.