



EAPN Ireland Policy and Communications Officer (Part-time)

Job Description and Person Specifications

Introduction

Hours: e.g. Part-Time (2.5 days)

Location: Carmichael House, 4-7 North Brunswick Street, Dublin 7, D07 RHA8. EAPN Ireland has a Home/Office Hybrid Policy. This involves being in the office a minimum of day per week, and flexibility in attending meetings and events as required.

Reports to: EAPN Ireland Director

Duration: Part-Time, Permanent (subject to funding)

Benefits: The salary range is €43k to €50k (full time equivalent) or €21,500 to €25k half time pro rata, and will be commensurate with experience. Annual leave is 26 days pro rata, exclusive of public holidays.

About EAPN Ireland:

Established in 1990, the European Anti-Poverty Network (EAPN) Ireland is a network of 150 local, regional and national anti-poverty organisations and individuals. It is the Irish national network of the European Anti-Poverty Network (EAPN), which links groups fighting for the eradication of poverty across Europe. The Mission of EAPN Ireland is to put the eradication of poverty at the top of the Irish and European policy agenda and empower groups working to end poverty to understand and influence policy-making.

Purpose of this Post:

EAPN Ireland is currently seeking to recruit a Policy and Communications Officer to join our small and dynamic staff team. The Policy and Communications Officer is an exciting role with responsibility for policy development, input and analysis, and works with members to influence anti-poverty policy at national and EU levels. The Officer is also responsible for our communications work, including media engagement, digital and social media.

Job Description

The Policy and Communications Officer will take a lead on EAPN Ireland's policy and communications work and will report to the Director.

The Officer will be responsible for:

Policy

Supporting EAPN Ireland members to influence Irish and European policy through:

- Contributing to influencing relevant national and EU policy through working with members to develop and promote EAPN Ireland policy positions.
- Keeping abreast of relevant policy and legislative developments which can inform or advance EAPN Ireland's policy positions.
- Lobbying and advocating for EAPN Ireland policy positions, including engaging with policy makers.
- Supporting EAPN Ireland's contribution to the policy work of its European network.

- Contributing to writing and producing other EAPN Ireland policy positions and briefings including the EAPN Ireland Annual Report.
- Participating in and contribute to conferences and seminars on issues relevant to the organisation.
- Supporting EAPN Ireland's work as part of short and long-term alliances.
- Overseeing and managing external research contracts and publications.
- Participating in external subgroups and committees as relevant.
- Coordination and management of internal policy groups as relevant.

Communications

- Developing press statements, website content, blogs and other social media content to promote EAPN Ireland's key messages with members, the public, media and decision makers.
- Developing easy to read policy papers that explain Irish and EU policy in relation to poverty and inequality.
- Developing creative ways of supporting EAPN Ireland members to understand Irish and European social policy, to bring a European dimension to their work.
- Raising the profile of the organisation with key constituencies and broadening participation, including through the mainstream media.
- Respond to media queries and represent EAPN Ireland in the media as appropriate.
- Ensuring that there is consistency in message and style across all communications.
- Contributing to organising and participating in regional and national information and discussion seminars for members and other anti-poverty groups.

General Duties

- Contribute to the delivery of the overall strategic plan of the organisation, including attending regular team meetings and undertaking organisational duties as necessary.
- Participate in other organisational meetings, events and working groups.
- Attend regular one to one meeting with the Director.
- The post holder may also be required to carry out such other duties as deemed appropriate to the organisation and role.
- This role will also require the ability to travel on occasion.
- Promote the overall aims and values of EAPN Ireland

Person Specification

The person:

The ideal candidate will be excited to work with a small team to support those involved in EAPN Ireland to realise their ambitious goals of reducing poverty and inequality in Ireland and the European Union.

Essential Skills and Attributes:

- A relevant third-level qualification or equivalent experience.
- An understanding of the causes of poverty and social exclusion.
- An understanding of Irish and EU policy relevant to poverty.
- Experience of working on policy and advocating for policy and legislative change.

- An understanding of the NGO sector in Ireland and in particular social justice advocacy.
- Strong experience of managing websites and using content management solutions.
- Strong experience of managing social media channels and experience of working with mainstream media outlets.
- Experience of organising events.
- Attention to detail and an interest in developing creative/innovative design and dissemination strategies.
- Excellent written and oral communication skills.
- Strong interpersonal influencing skills and capacity to build relationships and engagement with a range of stakeholders.
- Energetic self-starter who is prepared to take initiative and lead on project implementation, while working dynamically in a small team.
- Excellent organisational skills with experience of managing several projects simultaneously, and the ability to manage tight deadlines.
- Ability to work in a fast-paced environment with an ability to be flexible, adapt, develop and continuously learn.
- Experience of working with marginalised groups and communities.
- Strong commitment to the vision and mission of EAPN Ireland.

The following criteria are desirable:

- 3 years' experience of working on national and or EU policy.
- Experience of working in a communications role.