

## **Mary Robinson Foundation – Climate Justice**

### **Job description: Communications Officer**

The Mary Robinson Foundation - Climate Justice, a not for profit organisation, based in Ireland, is looking for a staff member to join its team to assist it in realising climate justice in the fields of international development, climate change and human rights.

The post holder will be employed on a 12 month contract commencing 01 February 2016 to work as part of a team, to ensure that the Foundation's strategies, projects and activities are timely, robust and effective.

### **How we work**

The Foundation works with a range of stakeholders including governments, multilateral and national agencies, civil society and non-governmental and grassroots practitioners. The Foundation employs a number of key strategies to achieve its goals, namely *thought leadership, convening and bridging*.

Working as part of the Foundation's team the Communications Officer will lead the development and delivery of the Foundation's communications work in support of the delivery of the Foundation's Strategic Plan. This position requires a demonstrated level of initiative, judgment and stamina in order to organise, prioritise and deliver work on time and within budget.

**Reporting to:** Director

### **Responsibilities**

*Designing and implementing a communications strategy for the Foundation 2016-2018*

- Designing and developing a communications strategy, with resource requirements, implementation plan, targets and arrangements for measuring effectiveness including:
  - Conducting a communications audit
  - Defining communications objectives
  - Developing principles for communication
  - Identifying primary audiences and sub groups
  - Developing key messages
  - Identifying communication tools and activities

*Developing and implementing routine communication functions such as;*

- Maintain a strong brand for the Foundation with impactful and fit-for-purpose publications and online content
- Work with colleagues as appropriate to develop content for and manage the production of the Foundation's public materials e.g. reports, publications, video materials, press

statements, draft speeches and editorial contributions to external publications for the President

- Co-ordinate, on a day-to-day basis, media (including on-line) and public affairs activities providing content as necessary and creating opportunities to promote the Foundation's policy positions, building on existing and developing new relationships with media and stakeholders
- Coordinate work of engaged external communications service providers e.g. photographers, videographers, design and print agencies in line with procurement procedures and best practice standards
- Provide media monitoring and maintain media logs
- Create and manage an internal multi-media database.

#### *Working as part of the team*

- Keep staff and other internal stakeholders informed of the communications activities
- Participate in appropriate staff and other team events
- Work collaboratively with other team members and assist them as appropriate
- Carry out other appropriate duties assigned by Senior Management.

#### **Qualifications and experience**

- A third level qualification in a relevant area e.g. public relations/affairs or journalism
- At least three years' experience working in communications, in a post of comparable complexity and responsibility
- A keen knowledge of the national and international media landscape including demonstrable experience in dealing with the media and managing media queries, both traditional and new, in an effective manner
- Proven knowledge of marketing and communications principles, guidelines and best working practices
- Excellent research, writing and persuasion skills
- Demonstrable experience in website maintenance (WordPress) and management
- Demonstrable experience in drafting, editing and proof reading material to a publishable standard
- Proven ability to think strategically and to make sound judgments
- Knowledge and understanding of working in a development context
- Knowledge of and experience in video production is an advantage.

## **Job Specific Competencies**

- Excellent interpersonal and communication skills with ability to get message across by adopting a range of styles, tools and techniques appropriate to the audience and nature of information
- Strong analytical skills and capacity to make interdisciplinary linkages and ability to present sound and well-reasoned arguments to convince others
- Demonstrable strategic thinking skills, ability to identify a vision along with the plans which need to be implemented to meet the end goal
- Able to work effectively in a cross-cultural environment
- Ability to work in a changing, complex and demanding environment within a multidisciplinary team and requiring a high degree of self-management.

## **Location and travel**

- The post will be based in Dublin and may require some international travel and work outside of normal working hours. English is the working language of the Foundation and competency in an additional language of the United Nations is an advantage.

Candidates must be legally entitled to work in Ireland at the time of application.

## **Salary**

A salary commensurate with candidates' experience, in the region of €30,000 – €35,000 will be offered.

## **Start Date**

Ideally the post holder will be available to commence work with the Foundation in February 2016.

## **Apply**

Those who wish to apply should submit a letter of application, CV and contact details for at least two professional referees to [ciara.boyle@mrfcj.org](mailto:ciara.boyle@mrfcj.org) by 5pm GMT Wednesday 2<sup>nd</sup> December 2015.

In their cover letter applicants should outline their role in the concept development, design and implementation of a communications strategy.

CV's should be no more than 4 pages in length.

In addition to a face -to-face interview the application process will include a practical assessment.