



HIV Ireland is recruiting!

Communications and Information Officer

Job Title: Communications and Information Officer

Responsible to: Executive Director

Salary range: Scale €42,000k – €49,000, commensurate with experience

Contract: Full time, 35 hours per week (3 Year Contract, renewable subject to funding)

Organisational Background

HIV Ireland is a nationally focused non-governmental organisation working to advance the rights and inclusion of people living with, and affected by, HIV in Ireland. Our mission is to end HIV and HIV-related stigma.

Purpose of Role

To develop and implement key communications and information strategies for internal and external audiences including stakeholders, service users, health and social care providers, civil society partners, supporters, population groups, statutory agencies and funders, volunteers, board members, staff, political representatives, policy makers and the media.

Primary Duties and Accountabilities

- Develop and implement effective communications activities for external service users, and stakeholders.
- Oversee the development and dissemination of key organisation messaging across departments and specific projects.
- Create and develop information and educational content for dissemination to key audiences including print and online advertising, email marketing, website management and content development press releases, articles, social media posts and digital newsletters, audio and/or video and marketing material.
- Develop digital content for use in campaigns and messaging.
- Work collaboratively with different organisational departments to generate new ideas and strategies for content development.
- Respond to media requests and create effective messaging.
- Develop and deliver well-executed and effective information and messaging campaigns.
- Respond to requests for information and educational material and other key resources including order fulfilment and dissemination.
- Provide education and training for stakeholders, service providers, donors and funders, including via in-person and online presentations.
- Use project planning techniques to deliver projects and actively manage project budgets in line with agreed budget parameters.
- Support, contribute and comply with quality and governance procedures as directed by management.

- Carry out any of the duties which fall within the broad scope and purpose of HIV Ireland.

Experience, Skills, and Knowledge

Essential

- Education: Degree (Level 8) qualification in a relevant discipline (e.g., communications, PR, public affairs, journalism, digital media, or related discipline).
- Experience: Minimum 3 years of relevant experience in communications related role
- Ability to speak publicly on relevant topics including to media, government /public service, civil society, national and international policy forums.
- Excellent verbal and written communication skills.
- Demonstrable eye for design and attention to detail in the production of information and communications materials.
- Ability to draft and disseminate content, including material for a website, press releases, education and training materials, marketing and advertising, and other types of content for stakeholders and members of the public.
- Ability to plan and manage the organisation's social media communications and output across multiple platforms – e.g. Facebook, Twitter, Instagram.
- Research and develop new information and communications resources on relevant topics for dissemination in print and online media.

Desirable

- Education: Postgraduate Degree (Level 9 or higher) qualification in a relevant discipline (e.g. communications, journalism, research, education, training, graphic design, social policy / community development, health and/or social care, human rights).
- Knowledge of one or more of the following: HIV, STIs and sexual health more broadly; equality and anti-discrimination.
- Project management experience.

How to Apply

- Applicants should send a CV together with a cover letter (2 pages max) outlining how they meet the above criteria.
- A shortlist of candidates will be selected based on assessment of applications received and candidates invited for interview. Canvassing will disqualify candidates.
- Applications should be submitted by email to **jobs@hivireland.ie**. Please include **Communications** in the subject line.
- The closing date for applications is **Wednesday 28 June 2023 at 1pm**. Late applications will not be considered.

Interviews

- Interviews will be held in the week commencing **3 – 7 July 2021**. Candidates must be available for interview during this week.
- Only shortlisted candidates will be called for interview.

HIV Ireland is an equal opportunities employer and welcomes suitably qualified applicants from all sections of society.