



JOB DESCRIPTION – COMMUNICATIONS OFFICER

JD Unique ID:	99848
Job Title:	Communications Officer
Department:	Communications
Location:	Dublin
Reports to:	Head of Communications
Contract Type:	Permanent Full Time
Salary	35k plus benefits
Background & Job Purpose:	Communications is an important part of the support function within Self Help Africa. Our communications team develop, host and maintain websites and multiple social media channels, produce video content, articles and features, design and produce collateral including annual reports, newsletters, policy documents and materials to support fundraising events, appeals and campaigns, and support the organisation's public facing communications in a range of other ways. The team support the communications and marketing requirements of the organisation, as well as the activities of our fundraising departments in Ireland, UK and USA. Furthermore, we provide comms support to country programmes, to Development Education and to the activities of affiliated organisations. The successful applicant will contribute to the goals and objectives of the Communications Department in the above areas.
Key Responsibilities:	Role Specific • The Self Help Africa Communications Officer is responsible for overseeing the production and commissioning of written content for disseminated to external audiences. • The CO will lead on the editing and production of video content that can be used on digital channels and at events, to support and market our work and organisational objectives. • The CO will be tasked with producing compelling content that can be published on organisational digital and print platforms, and capture and report metrics of online content performance. • The CO will collaborate with country teams to gather, coordinate, and manage content gathering with programme countries. • The CO will support the management, maintenance and optimisation of organisational websites - using Wordpress CMS • The CO will create design resources using Adobe InDesign, Illustrator, Photoshop and Canva -for both web and print • Support the archiving and storage of content – including images, video content, design resources, published press materials and other. • The role may occasionally require you to travel – to UK, Ireland or to Africa, to gather information and materials for use in fulfilling the communications remit. • The CO will contribute to the organisation and presentation of public facing 'public engagement' events on behalf of the organisation.
Key Relationships:	• Communications Team • Fundraising Teams in Ireland, UK and USA

	• Programme Teams • Development Education and public engagement teams • Country teams in Africa
Qualifications/Other Requirements	Essential • Third level qualification in media, marketing or related discipline • Excellent writing skills and an ability to recognise and develop story potential • Have an ability to tell a good and engaging story in clear and simple language • Have the ability to interview and gather content that might be used as testimony that demonstrates the impact that the organisation is having in its work. • High level of proficiency in Adobe Create Suite programmes and specifically with Adobe Premiere Pro and Adobe InDesign programmes • Highly analytical • Strong organisational and communication skills • Ability to work under pressure • Strong teamwork skills Desirable • Knowledge and/or experience of new media and social media marketing • Commitment to the work of Self Help Africa • Good photography/filming skills • Experience of working within the not-for-profit sector
Role Competencies	• Strong communication skills • Ability to multi-task • Ability to produce results • Familiarity with word processing, desktop publishing, video editing software.
Note:	• Work in completing the demands of this position is managed by the Head of SHA Communications and should, unless by other arrangement, be accurately reported using time-charges, and booked/directed via the Salesforce marketing material requests system that has been put in place for this purpose, unless previously agreed otherwise.

Self Help Africa is an Equal Opportunities Employer