**JOB DESCRIPTION – COMMUNICATIONS OFFICER**

|  |  |
| --- | --- |
| **Job Title:** | Communications Officer |
| **Department:** | Communications |
| **Location:** | Dublin, Ireland or Cardiff, Wales, with remote working options  Since the Covid-19 pandemic we have in place blended working arrangements for staff. For this role we would consider the specific requirements of candidates who do not live within commuter catchment areas of our main offices in Dublin, Ireland or Cardiff, Wales, although some limited travel to office would be required. |
| **Reports to:** | Head of Communications |
| **Contract Type:** | Permanent |
| **Our Organisation** | **About Self Help Africa & United Purpose**  In late 2021 Self Help Africa (SHA) and United Purpose (UP) merged. The two organisations – SHA headquartered in Ireland and UP in Wales – implement projects to end extreme hunger and poverty.  This merger doubled our size and reach – and means that in 2022 we are implementing poverty eradication projects in 17 countries, mainly in sub-Saharan Africa. Collectively, we are also part of a group that includes social enterprise subsidiaries Partner Africa, TruTrade and Cumo Microfinance.  In 2022 our work will reach more than six million people, and invest upwards of €45m in more than 100 development programmes designed to improve food systems, facilitate access to markets and financial services, combat climate change, gender inequality, and improve access to clean water, sanitation and hygiene.  This is an exciting time to join us as we unite two like-minded and entrepreneurial organisations seeking to tackle global challenges in progressive and innovative ways. |
| **Background &**  **Job Purpose:** | Communications is an important part of the support function within Self Help Africa/United Purpose.  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 a number of subsidiaries and affiliates.  In the year ahead the role will also involve, as a part of the communications team, delivering an effective and coherent branding strategy for this newly merged organisation.  The successful applicant will contribute to the goals and objectives of the Communications Department in the above areas. |
| **Key Responsibilities:** | **Role Specific**   * Support the management, maintenance and optimisation of organisational websites - using Wordpress CMS * Create compelling video edits using Adobe Premiere Pro for storytelling and promotion. * Create design resources using Adobe InDesign, Illustrator, Photoshop and Canva -for both web and print * Produce written stories and features, including content for social media, organisational websites and in PR and promotional materials * 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. * Assist with the production and delivery of public facing events and activities. |
| **Qualifications/Other Requirements** | **Essential**   * Strong proficiency in, and experience working Wordpress content management systems and an interest and understanding of web design, development, and hosting, including a familiarity with HTML and CSS. * Strong proficiency in, and experience working with Adobe Create Suite programmes, specifically Premiere Pro * Third level qualification in media, marketing, or a related discipline. * Strong organisational and communication skills. * Ability to work under pressure. * Commitment to the work of Self Help Africa/United Purpose * Strong relationship management and teamwork skills.   **Desirable**   * Knowledge and/or experience of social media marketing, and SEO. * Excellent writing skills and an ability to develop story potential * Good photography/filming and visual communications skills * Knowledge of Adobe InDesign, Photoshop and Illustrator programmes. * Experience working within the not-for-profit sector |
| **Key Relationships:** | * Communications Team * Fundraising Teams in Ireland, UK and USA * Programme Teams in Ireland and the UK * Development Education * Overseas country teams |

*All candidates offered a job with Self Help Africa/United Purpose will be expected to sign our Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. Specific roles may require Police/DBS/ [relevant police authority] vetting.*

**The Gorta Group (Self Help Africa/United Purpose) strives to be an equal opportunities employer.**