



# Neighbourhood Network

## Communications & Engagement Officer

### Main Purpose of Role

The Communications & Engagement Officer supports Neighbourhood Network's campaigns and communications in line with the organisation's Strategic Plan. They are responsible for developing campaign plans, key messages, content creation and dissemination, as well as media and press work for specific Neighbourhood Network campaigns.

Reporting to the CEO, the Communications and Engagement Officer will play a key role in leading and representing Neighbourhood Network in its next phase of development.

They will take particular responsibility for:

- The development and delivery of a communications, marketing and engagement strategy which supports our mission, enables growth, and enhances our presence and influence in Ireland
- Leading proactive and reactive communications and marketing
- Ensuring we have a systematic, successful and sustained approach to stakeholder engagement
- Delivering national campaigns which embody our values and showcase our work

Reporting to the CEO, the Communications and Engagement Officer will have the following key areas of responsibility and will be expected to undertake other responsibilities as requested, which correspond with the role.

### Responsibilities will include;

- Update & lead the implementation of the communications, marketing and engagement strategy, taking personal responsibility for delivering key aspects of it - including website development, social media, e-communications, marketing and media
- Build Brand awareness of NN and ensure Brand management of NN
- Ensure our online community is developed and nurtured
- Work with Community Liaison officers to curate and support the local community campaigns
- Produce high quality content, publications and materials, including presentations, reports and other documents
- Draft and publish our annual report, drawing input from across the team, board, network and partnerships as needed
- Develop the Neighbourhood Network website so that it serves our needs as an organisation, helping those viewing it for the first time understand what we offer, and supporting our existing partners to get best use of the resources on offer.
- Maintain the project websites
- Maintain a consistent identity and high standards of graphic design and editorial copy for all materials produced for Neighbourhood Network
- Act as a spokesperson for Neighbourhood Network when necessary
- Coordinate the Communications Working Group
- Provide communications support for Neighbourhood Network events
- Support network development & membership engagement as part of campaigns
- Participate in NN team meetings and regular communications working group meetings
- Produce a monthly report for the CEO, and report to the Neighbourhood Network Board as required.
- Undertake such duties as may reasonably be assigned from time to time by the CEO
- Provide communications project reports/assessment at the end of each project



- Manage Organic & Paid social media - A social media assistant will be in place for projects and campaigns.
- Build National Awareness by talking about NN to inspire people to help their community
- Ensure projects are promoted and that you support project managers to recruit participants and communicate their project.
- Ensure stories about the projects are captured and shared
- Source content from our network and produce content with contractors. Plan for and manage videos/live videos
- Write fortnightly e-newsletter
- Answer tagged posts, inbound queries and DM queries

#### **Other Responsibilities**

- Attend weekly 1hr Monday meeting, 15 min Wednesday & Friday stand-up meetings and monthly review & planning meetings
- Fundraising & Admin support - Support CEO with funding applications and pipeline development

#### **Skills & Experience Required**

- Must be fluent English speaker
- A relevant third level degree or equivalent third level qualification
- Minimum 3 years' experience working in a similar role
- Proven ability to plan and deliver campaigns, achieving desired targets and reporting on impact
- Proven ability to write and edit highly engaging copy for different audiences across online communications, with demonstrable skills in being clear and concise.
- Excellent IT skills, including using Content Management Systems, email marketing systems, social media tools and website.
- Strong commitment to community development and inclusion
- Ability to work independently, in a fast pace environment and within competing deadlines
- Experience of managing relationships with different stakeholders, working as part of a team and using collaborative and partnership approaches.
- Ability to work unsocial hours on rare occasions, particularly at weekends (on rota system with Time Off in Lieu given) to post on social media, monitor online activity and take action as required
- Preferably lives close to Dublin/Wicklow as many of our projects are based in this region.

#### **Benefits of working for Neighbourhood Network**

- 20 days of paid holiday per year
- Flexible working hours
- A supportive and friendly team
- Hybrid working environment - working from the Fumbally Stables loft in Dublin 8 once a week
- A chance to make a real difference to neighbourhoods

#### **Contract Details**

- Rate of Pay: €35,000
- Weekly hours: 35 hours per week.
- Proposed contract length: 12 months, subject to funding.

To apply for the position please send your details and a cover letter, portfolio and/or cv to Sam the CEO at [hello@neighbourhoodnetwork.ie](mailto:hello@neighbourhoodnetwork.ie)