



Policy and Communications Officer
Permanent Full Time and Permanent Part Time Roles

Job Description and Person Specification

Job title:	Policy and Communications Officer
Location:	Ruhama Head Office, 4 Castle Street, Dublin 2/other Ruhama offices in Dublin City Centre.
Reports to:	Policy and Communications Coordinator
Purpose:	The Officer will be responsible for supporting the Policy and Communications Coordinator with developing the Policy and Communications strands of Ruhama's work. The post holder is responsible for assisting in the development of policy work on prostitution and human trafficking and for the implementation of Ruhama's communications strategy.
Hours	Full-Time roles are based on 35hrs pw. Part time roles' hours are generally based on 21 hrs pw over three working days with some flexibility possible regarding working days.
Salary:	Competitive salary commensurate with experience

The main duties and responsibilities for this role include but is not limited to: -

Policy and Advocacy

- Support the development of Ruhama's policy positions in submissions, policy papers and reports on prostitution, human trafficking for sexual exploitation and Domestic, Sexual Gender-Based Violence (DSGBV)
- Advocate for Ruhama's policy position in local, national, and international fora with relevant agencies, groups and individuals
- Maintain up-to-date knowledge of relevant legislation, policies and research developments
- Implement advocacy projects as identified in the organisation's service plan and strategic plan and develop emerging opportunities
- Prepare briefings for the senior management team
- Conduct desk-based research and data analysis to develop an evidence base to support lobbying and policy work

Communications

- Assist with the development and implementation of Ruhama's Communications Strategy
- Assist with raising public awareness and driving positive media coverage of Ruhama's work through social media campaigns and support with media engagements
- Assist with the preparation of press releases and other briefing documents for distribution
- Maintain records of digital media and press activities
- Assist with the maintenance, content development and oversight of Ruhama's social media and website (Wordpress)

- Assist with the development of new promotional materials/campaigns, including creative media and liaising with creative marketing companies
- Provide communications advice and support to the Ruhama team
- Support with reviewing and updating Ruhama printed communication materials

Organisational Responsibilities/Admin

- Assist with fulfilment on all lobbying obligations
- Monitor, track, evaluate and document all work
- Attend supervision on a regular basis with line manager
- Work as a team member to develop and fulfil the policies, aims and objectives of Ruhama
- Comply with all Ruhama policies and procedures
- Perform any other duties assigned or delegated by his/her line manager/Senior Management Team

Person specification

Qualifications:

- Third level qualification in a relevant field (Social Policy, Communications, Human Rights, Law, Gender Studies, etc.)

Experience and knowledge:

- Good level of knowledge and understanding of domestic, sexual and gender-based violence
- Experience in writing policy submissions, papers and reports
- Ability to present complex information to varied different audiences in different fora
- Competence with a wide variety of social media and other communications tools
- Excellent IT skills, including use of MS office and information systems
- Experience in engaging with public representatives, state agencies, and policy makers
- Experience of engaging digital and traditional media (radio, print, TV)
- Competence with graphic design software such as Canva
- Competence with website content management systems e.g., Wordpress
- Experience of managing information and administration systems, e.g. Sharepoint, Salesforce

Skills & abilities:

- Excellent verbal, written and interpersonal communications skills
- Ability to drive innovative campaigns and awareness raising initiatives
- Strong time-management skills along with the ability to prioritise, multitask work and meet tight deadlines
- Resilience with a positive and diligent approach to work
- Proven ability to use own initiative and work well both independently and as part of the Ruhama team
- Willingness to undertake training and continuous professional development
- Ability to maintain confidentiality within the guidelines and policies of Ruhama
- Flexibility around working hours and working outside of office hours or on call, if required.

Please note that successful candidates will need to undergo Garda vetting.