

## **Diocese of Kerry: Communications and Media Officer** **(<https://www.activelink.ie/node/109085>)**



We are seeking a dynamic and experienced Communications and Media Officer. This is a full-time role. Applications from candidates seeking a part-time position focusing on either Radio Communications or Technology would also be welcomed.

**Position Title** Communications and Media Officer

**Location** Tralee/Hybrid

**Work Schedule** 37.5 hrs per week

**Contract** 3-year Fixed Term

**Salary commensurate with experience**

### **The Role**

- Oversee internal and external communications for the diocese.
- Manage technology and social media for the diocese.
- Production and presentation of weekly radio programme: *Horizons*

### **General Responsibilities**

- Develop and implement a comprehensive communication strategy that aligns with the diocese's mission.
- Collaborate with diocesan leadership to address communication needs and opportunities.
- Manage internal communication channels to ensure effective information flow in the diocese.
- Oversee the creation and dissemination of content across various platforms.
- Manage the diocese's digital presence, including website maintenance and social media engagement.
- Develop and implement crisis communication plan to provide timely and appropriate responses.
- First point of contact in relation to media and queries - identifying appropriate spokespeople on specific topics.
- Manage the diocesan Radio Kerry content: *Horizons* and *Just a Thought*
- Maintain relationships with local, national and Catholic media outlets.
- Co-ordinate media coverage to promote diocesan initiatives, events and services.
- Provide communication training, resources and support to clergy, parish staff and volunteers.

### **Essential Requirements**

- A relevant third-level qualification in media, journalism, or an equivalent combination of education and experience.
- 1 year or more demonstrable work experience in a similar role.
- Ability to manage multiple projects and meet deadlines.
- A strong understanding of the design and updating of websites and the use of new media tools for marketing/communications purposes.
- Have excellent written and verbal communication skills including editing and the ability to distil complex policy information into clear messages.
- Hold a full clean driving licence.
- Committed to the ethos of the Catholic faith.

### **Specific requirement for Radio Communications**

- Proven experience in radio communications or broadcasting.

- Excellent writing, editing, and verbal communication skills.
- Strong project management and organizational abilities.
- Ability to work collaboratively with creative and technical teams.

## Specific requirement for Technology Communications

- Proven experience in technology communications or a related field.
- Strong technical writing and editing skills.
- Familiarity with digital marketing tools and platforms.

## Personal attributes

- Have a solid track record in communicating to diverse audiences through a variety of media.
- Have excellent planning skills and the ability to think strategically.
- Have the ability to manage and work within a budget.
- Be an enthusiastic and motivated self-starter with the ability to work in a team.
- Be detail orientated and able to multi-task.
- Have excellent interpersonal, networking and relationship-building skills.

Detailed information on all aspects of our work is available at [www.dioceseofkerry.ie](http://www.dioceseofkerry.ie) (<http://www.dioceseofkerry.ie>)

## Application Process

To apply, please email a CV and letter of application detailing your suitability to [diocesanpastoralcentre@dioceseofkerry.org](mailto:diocesanpastoralcentre@dioceseofkerry.org) (<mailto:diocesanpastoralcentre@dioceseofkerry.org>), clearly stating the subject line as: **Communications and Media Officer**.

**Closing date for applications is by Friday July 12th, 2024 @ 5.00pm**

*Diocese of Kerry is an equal opportunities employer.*

*Garda Vetting will apply to this role*

### Region

Tralee, Co Kerry / Hybrid

### Date Entered/Updated

20th Jun, 2024

### Expiry Date

12th Jul, 2024

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**Source URL:** <https://www.activelink.ie/vacancies/community/109085-diocese-of-kerry-communications-and-media-officer>