

AHEAD: Communications and Membership Officer (Part Time) **(<https://www.activelink.ie/node/109654>)**



Job Title: Communications and Membership Officer

Reports to: Operations Manager

Duration: This position is offered on a permanent contract commencing as soon as possible

Location: AHEAD offices are located within the UCD Smurfit Business School campus in Blackrock, Co. Dublin, however, AHEAD operates a hybrid-working model for most employees and it is expected that the majority of staff will work in-office 1-2 days per week and from home for the remainder of the week.

Hours: The successful candidate will work part-time 4 days per week (8 hours per day including 1 hour for lunch) with flexible start times on agreement between 08:00 and 10:00. Occasional weekend/evening work may be required for out of hours events.

Salary: The salary range for this position is €34,531 to €40,044 pro-rata (€27,624.80 to €32,035.20) commensurate with AHEAD's pay scale and experience.

AHEAD also offers the following benefits to employees.

- Rewarding and flexible working environment
- Comprehensive needs assessment for employees with disabilities
- 20 days annual leave per annum
- Company pension scheme after one year's service
- Access to EAP (Employee Assistance Programme) covering a range of services such as nutrition, fitness, legal, financial and wellbeing supports in addition to free mental health counselling and coaching.

Nature and Scope:

Based within the Operations Team of AHEAD, the Communications and Membership Officer will play a leading role in the delivery of the communications function in AHEAD, working to promote work across the Employment, Education and Research & Policy teams, including designing and managing social media output, designing and sending AHEAD's weekly email newsletter, managing and growing AHEAD's newsletter database, and maintaining/updating targeted direct email contact lists for the organisation. They will develop and deliver a communications strategy for the organisation which covers approaches to social media, managing direct email contacts, and overseeing press queries and public relations. The successful candidate will work alongside the Digital Media and eLearning Officer to manage updates and improvements to the AHEAD website content and infrastructure, and will support other teams to ensure accessibility and quality of website content.

Additionally, the Communications and Membership Officer will manage and grow the membership of AHEAD, evaluating member satisfaction and working with the team to ensure membership benefits are attractive and applied consistently across our offerings.

In the first few years of their work, they will lead on the review and update of the AHEAD membership offering with support from the Senior Leadership Team, consulting with existing members to redesign a series of benefits that align with their needs and exploring opportunities for the widening of the membership e.g. to employers and other AHEAD stakeholders. They will be responsible alongside colleagues in the Operations team for maintaining an up-to-date register of members and for communicating key notices to the membership.

The Communications and Membership Officer will be highly organised, efficient and have a strong understanding of developing communications in a variety of media. They will be adaptable and have a strong 'team player' ethic.

How to Apply:

To apply for this role, please send a completed application form with a 2-page CV with the subject line, "Communications and Membership Officer" to [AHEAD's Operations Manager, Angela Glancy via email angela.glancy@ahead.ie \(mailto:angela.glancy@ahead.ie?subject=%20%20Communications%20and%20Membership%20Officer\)](mailto:angela.glancy@ahead.ie) by **10am, Thursday 8th August 2024**.

Please note, candidates will be shortlisted based on their application form only.

For shortlisted candidates, first round interviews will take place virtually the week commencing 19th August followed by a second-round interview.

AHEAD is an equal opportunities employer and encourage applications from people from diverse backgrounds. AHEAD will provide reasonable accommodations for candidates with disabilities at recruitment stage and in the workplace as identified through our comprehensive needs assessment process.

Please note, candidates will be shortlisted based on their application form only.

Full details of the role please see Job Description and Application Form attached below also further information can be found [Here \(https://www.ahead.ie/communications-and-membership-officer\)](https://www.ahead.ie/communications-and-membership-officer) or at [www.ahead.ie \(http://www.ahead.ie\)](http://www.ahead.ie)

Region

Blackrock, Co Dublin / Hybrid

Date Entered/Updated

18th Jul, 2024

Expiry Date

8th Aug, 2024

Attachment	Size
Communications and Membership Officer Specification.docx	32.44 KB
CommunicationandMembershipOfficer_AppForm2024.docx	35.97 KB

Source URL: <https://www.activelink.ie/vacancies/education-training/109654-ahead-communications-and-membership-officer-part-time>