

Involvement: Travellers' Voice Magazine Manager **(<https://www.activelink.ie/node/112200>)**



Travellers' Voice Magazine Manager

Location: This position is based at the Involve office, Monksland Business Park, Athlone, Co. Roscommon.

Hours: 35 hrs per week

Purpose: Manage and support the Publication / CSP team on the delivery of the Travellers' Voice Magazine and online offerings.

Summary

Travellers' Voice Magazine is dedicated to profiling all aspects of the Traveller community both nationally and internationally. Its targeted readership is Travellers and the wider community so as to highlight the role Travellers play in society. Established in 1992, the publication has grown to become a valid and respected source of information for this community and those who work within it.

Job Overview

Travellers' Voice is looking for an enthusiastic person to join our team and participate in all stages of the publication process. As manager, you will lead and support the magazine's editorial and sales team to deliver exceptional and informative content to meet audience preferences.

Responsibilities:

- Communicate with writers to assign articles and receive content
- Collaborate with the editor-in-chief to research and come up with article ideas
- Communicate with team members to ensure deadlines are met
- Ensure content development relevant to the readership of Travellers' Voice
- Utilise and further develop social media to draw attention to articles
- Attend networking events
- Guide and motivate editorial, sales, marketing and advertising team

Requirements & Skills:

- Proven experience in leading and motivating a team
- Experience working in publishing, either for a magazine, newspaper or online outlet
- IT Competent (knowledge of Excel, Word, Google Drive, Dropbox, etc.)
- Excellent verbal and written communication skills
- Ability to meet goals and deadlines
- Detail-oriented
- Professional time-management skills
- Excellent leadership skills
- Additional Desirable Skills:
 - Editorial experience
 - Qualification in Journalism or related field

- Relevant experience in a similar setting.

Required:

- Full Drivers License
- Own Transport
- Proficient in English Language, Verbal and Written

Job Type: Full-time

Gross Salary: €35,000 PA

Travellers' Voice is a Community Service Programme (CSP) funded by DCEDIY through Pobal. We are an equal opportunity employer and particularly welcome candidates from the Traveller community.

How to Apply

CV and Cover Letter to: hr@involve.ie (<mailto:hr@involve.ie>)

Or by post

Involve CLG
Monksland Business Park
Monksland
Athlone
Co. Roscommon
N37 VX52

Closing Date: November 29th 2024



Riailtas na hÉireann
Government of Ireland

Region

Athlone, Co Roscommon

Date Entered/Updated

15th Nov, 2024

Expiry Date

29th Nov, 2024

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