

## **Irish Global Health Network: Communications and Events Lead** **(<https://www.activelink.ie/node/114561>)**



### **Communications and Events Lead**

#### **Background and Objective**

The Irish Global Health Network (IGHN) is an independent network of people from different backgrounds, sectors and disciplines who are concerned with health inequities and issues that impact on the health and development of populations at a global level, with a particular commitment to those living in middle and low- income countries.

We are seeking a dynamic Communications and Events Lead to manage our digital presence, communications strategy, and high-profile events, ensuring IGHN continues to engage and inform diverse audiences across Ireland and internationally. The successful candidate will provide broad support for the Irish Global Health Network (IGHN) and be the main focal point for all communications and events.

#### **Job Description**

The Communications and Events Lead is responsible for ensuring high quality, regular communications on global health to and from members as well as planning, running and evaluating events. The Communications and Events Lead also provides support to the Executive Director in the implementation of work of the IGHN Secretariat. This role is ideal for a creative, highly organised, and strategic communicator with a passion for global health and stakeholder engagement.

#### **Responsibilities include:**

- Maintaining overall IGHN communications strategy and outputs, in conjunction with Executive Director.
- Management and creation of content for IGHN websites, and social media channels.
- Planning, organising, hosting, evaluating and documentation of IGHN conferences, seminars, learning and training events, and campaigns.
- Managing & reporting of all communications and events related activities.
- Fundraising.
- Supporting and overseeing the Student Outreach Team as required.
- Managing the ongoing 'Global Health Writes' Programme.
- HR, Recruitment, and Management of the IGHN Internship Programme.
- Providing support to Partnerships Programme and Training and Learning Programme as required.
- Other/General Admin.

#### **Desired Skills and Experience**

- At least 3 years of experience in communications, event management, or a related field.
- Strong writing and content creation skills (social media, newsletters, press releases).
- Experience managing social media channels and digital campaigns.
- Excellent event planning and coordination skills (virtual & in-person).
- Strong stakeholder engagement and relationship management skills.
- Proficiency in WordPress, Mailchimp, Canva, social media scheduling software, and virtual conferencing tools.
- Ability to work independently while collaborating across teams.
- Experience in global/public health or international development sectors.

- Familiarity with fundraising, grant writing, or advocacy campaigns.
- Media relations and PR experience.
- A high level of organisational skills, multi-tasking, and attention to detail.

## Method of Work

The Communications and Events Lead will work closely with the Executive Director and the IGHN team to develop and deliver these outputs. The Communications and Events Lead can work flexibly from any location within Ireland.

## Period and Terms

Contract until 31st December 2025 with a view to annual extension (following probationary period).

Full-time position.

Salary range €32,000 - €36,000 DOE.

## How to Apply

For more information and to apply, visit <https://globalhealth.ie/new-jobs/> (<https://globalhealth.ie/new-jobs/>)

Only shortlisted candidates will be contacted.

### Region

Flexible / Nationwide

### Date Entered/Updated

21st Mar, 2025

### Expiry Date

4th Apr, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/civil-liberties-human-rights/114561-irish-global-health-network-communications-and-events-lead>