**Communications & Events Officer – Part-Time**

**Job Description**

One Family is Ireland’s national organisation for people parenting alone, sharing parenting and those separating. Our services offer support in a family-centred way to individual families through times of change and difficulty, as well as supporting those experiencing an unplanned pregnancy. We are committed to achieving equality and respect for all families.

**Job Purpose:**

Reporting directly to the Communications Manager, our ideal candidate will work 23 hour per week however, we understand that everyone’s needs are different. If you are the perfect fit and can only work 18-22 hours, we invite you to apply for the role and your application will be considered  
  
The Communications Officer will focus on developing digital and social media campaigns, supporting traditional media & press work, development of communications (internally and externally) and promoting our organisation, programmes, services, and policy work to all our stakeholders.

The ideal candidate will have experience with digital communications and social media content creation, and some experience of traditional media work/pitching stories to the media, events and report generation. They will have a keen interest in the charity and not-for-profit sector and will want to use their skills to make a real difference and influence change.  
  
The Communications Officer will ideally spread their hours over 4-5 days, with a requirement to work one full day a week (Thursday’s) in our office in Coke Lane, Smithfield, Dublin 7. There will be occasional requirements to perform duties outside of core work hours, depending on the project.

**Role & Responsibilities:**

1. **Digital communications**

* Create appropriate and targeted content for all One Family social media channels that are of high standard and delivered within agreed timelines.
* Support the design and content creation of the www.onefamily.ie website and associated e-learning platforms.
* Utilise and develop existing storytelling templates for social media to drive awareness and engagement with organisations content, policies, courses and calls-to-action.
* Support the creation and publishing of One Family’s monthly e-zine, staff newsletter and updating of One Family website, and other communications tasks assigned by the Communications Manager.
* Develop social media ‘call to action’ content and online campaigns.
* Support the design of graphic materials and content including: social media assets, ezines, videos, report publications, policy submissions, brochures, posters, flyers, etc.
* Report on social media, digital campaign, website performance.

1. **Events**

* Support the Communications Manager with the delivery and promotion of in-person and online events. This may include attending events, providing content for social and digital media, and supporting the event administration function.

1. **Media work**

* Support the Communications Manager with the distribution of press releases, research reports, policy submissions and other communications to stakeholders
* Maintain records of media coverage and collate analytics and metrics.
* Support the Communications Manager in the management of the Parents Media Panel in a sensitive and discreet manner in line with guidelines.
* Regularly update media lists/journalists contact data base.
* Participate in all required staff meetings, supervision and reviews, trainings, strategic planning, and development days.
* Undertake other areas of work where necessary or as requested by the Communications Manager or CEO.

**Essential Experience & Skills**

* Third level qualification
* Minimum 2 years' experience of digital and social media content creation/development/ campaigns, ideally in the not-for-profit or government sector
* Proven ability to write and edit highly engaging copy for different audiences across online communications, with demonstrable skills in being clear and concise.
* Have strong written and verbal communication skills including editing/proofing and the ability to distil complex policy information into clear messages.
* Knowledgeable experience of Canva and other design tools, Mailchimp, Sharepoint, Wordpress.
* Experience of web content management.
* Be an enthusiastic and motivated self-starter, with the ability to work independently, in fast-paced environment with competing deadlines.
* Be detail orientated and able to multi-task.
* Have knowledge or experience of the issues affecting one-parent families.

**Ideal Experience & Skills**

* Track record in communicating to diverse audiences through a variety of media.
* Experience working with and relationships with journalists and the media in Ireland and generating media coverage for social policy or civil society issues.
* Some previous experience writing press releases/dealing with media queries.
* Experience of managing relationships with different stakeholders, working as part of a team and using collaborative and partnership approaches.
* Good understanding of the design and updating of websites, the use of new media tools for marketing/communications purposes, and the management of backend development.
* Good knowledge of Google Analytics.

**One Family provide a range of benefits including:**

* Flexible working options
* Employee Assistance Programme
* Cycle to Work scheme
* 25 days annual leave (pro-rated accordingly for part time staff)
* Two staff privilege days: Christmas Eve & Good Friday
* Hybrid work
* Company laptop
* Company pension contribution

The salary for this role is €24,601.70 for 23 hours/week which is based on a full-time salary of €37,437.37 for a 35 hour/week role. It will be subject to a six-month probationary period. The role will be subject to all the Policies and Procedures of One Family.

Our ideal candidate will work 23 hour per week however, we understand that everyone’s needs are different. If you are the perfect fit and can only work 18-22 hours , we invite you to apply for the role and your application will be considered.

**Applicant Process:**

A cover letter, CV addressing the required competencies and draft social media post promoting One Family’s Budget 2025 should be emailed to Vicky Masterson, Communications Manager, One Family at [vmasterson@onefamily.ie](mailto:vmasterson@onefamily.ie). Your application should be marked clearly: One Family Communications & Events Officer. Closing date for applications is Monday 14th April 2025. Interviews will be held the following two weeks.

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