



Irish Council for Civil Liberties

FOR ALL OUR RIGHTS. NO EXCEPTIONS.

Communications and Campaigns Officer

Job Description

March 2023

Duration: Two years, with six months' probation

Level: Full-time post

About The Role

ICCL is the foremost civil liberties organisation in Ireland with a long and successful track record of defending human rights and civil liberties, including at times when the political climate was hostile to their protection. Fully independent of government and fearless in our advocacy for human rights, we have been at the forefront of all the key human rights debates in Irish society, making a significant impact on law, policy and public opinion.

We are looking for an experienced and passionate Communications and Campaigns Officer to work closely with the Head of Communications and Development and colleagues across the organisation to drive the delivery of our communications and campaigning agenda.

Key Responsibilities

The Communications and Campaigns Officer will have the following responsibilities:

- Reporting to the Head of Communications and Development, support the delivery of ICCL's Communications Strategy and communications activities.
- Work collaboratively with legal and policy colleagues to develop and deliver communications plans for the ICCL's work programme and activities.
- Provide an effective point of contact for media enquiries, continuously update media distribution lists, write media releases and statements and maintain relationships with journalists.
- Monitor media coverage of issues relevant to ICCL's work, share with colleagues and spot opportunities for ICCL to respond and further promote its work.

- Ensure that the ICCL brand and communications guidelines are followed in all ICCL publications and communications.
- Coordinate the writing and design of the ICCL Annual Report and other organisational publications.
- Publish ICCL content on the website.
- Develop a steady stream of engaging and sharable content for all ICCL channels (Facebook, Twitter, Instagram and LinkedIn) to drive growth of channels and follower engagement.
- Use social media data, metrics and best practice to inform and continuously improve ICCL's social media strategy.
- Oversee a content editorial calendar for ICCL.
- Coordinate communications projects, including the ICCL Human Rights Film Awards.
- Working closely with the Head of Communications and Development and legal and policy colleagues, contribute to the development and delivery of campaigns to help disseminate ICCL policy positions and publications.
- Create content and generate ideas to support new and existing campaigns.
- Manage relationships with external stakeholders and suppliers, e.g. graphic design, web development, etc.
- In collaboration with the Head of Communications and Development and policy colleagues as appropriate, coordinate public ICCL events, including conferences, seminars, press conferences, photocalls, campaign launches and media opportunities.
- The successful candidate is expected to be flexible in this role and carry out other duties that may be assigned from time to time.

What We Are Looking For

ICCL offers a dynamic and flexible working environment and the chance to use your skills and knowledge to make a genuine difference. Applicants will be assessed against the following requirements and are encouraged to use their applications to provide examples of how they meet these criteria.

- Minimum of three years' experience in a communications or similar role.
- An interest in and a passion for the mission and work of ICCL.
- Strong understanding of the media landscape in Ireland.
- Experience managing website, social media channels and online tools including (not limited to): Facebook, Twitter, Instagram, LinkedIn, MailChimp and WordPress.
- Excellent copywriting and communication skills with a proven ability to produce quality content for digital.
- Self-starter excited by the potential of working in a small, fast-paced team.
- Ability to set and achieve targets with a proven ability to deliver on KPIs.
- Creative and solutions-focused with an ability to work collaboratively with colleagues to find the best solutions for them.

- Ability to plan and manage competing deadlines and priorities, and to work to tight deadlines on occasion.
- Commitment and flexibility required, including a need to be available on an occasional basis for work outside of regular office hours.
- Commitment to the values of ICCL.

Salary range: €40,000 - €47,000 depending on experience

Further Information

- ICCL provides equal opportunities to all employees and applicants for employment in relation to access to employment, conditions of employment, training or experience for or in relation to employment, promotion or re-grading or classification of job, and in other employment decisions without discrimination on grounds of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community.
- We believe that diversity is crucial in our work, and we want to hear from those who have been impacted by these issues. ICCL welcomes applications from people with disabilities, those who belong to minoritised or over-policed communities or areas, and those who have been affected by social and structural injustice. We also recognise that some applicants from these backgrounds may face barriers to accessing or progressing in our sector. If you meet some, but not all, of the job requirements and come from a less privileged background, we strongly encourage you to apply.
- This role requires applicants to have the right to work in Ireland.

Application Process

Please submit an up-to-date CV and a cover letter to info@iccl.ie by **5pm on Monday 20 March 2023**. Please include 'ICCL Communications and Campaigns Officer – Application' in the subject line of the email.