

## JOB PROFILE

<b>POSITION:</b>	Communications Officer (Part-Time)	<b>REPORTING TO:</b>	CEO
<b>JOB HOLDER(S):</b>	TBC upon appointment	<b>LOCATION:</b>	Head Office
<b>Salary:</b>	commensurate with experience	<b>DATE:</b>	January 2025

### Principal Objective of Position:

The Corporate Services Department provides a range of legal, regulatory, communications and governance services in support of North & East Housing Association's business objectives. The Communications Officer is responsible for communicating the Association's vision and activities to our audiences and stakeholders, both internal and external. You will be responsible for the implementation of all communication activities for NEHA, organising events and supporting the preparation of communications outputs (e.g. articles, videos, news items, social media).

### Responsibilities:

#### Core Responsibilities and Duties:

- Lead on the implementation of the Association's Communications Strategy and Plan
- Liaise with PR Consultants regarding support for NEHA's events and activities
- Assist the CEO and Leadership Team in raising the profile of NEHA with key funders and stakeholders in the areas of housing development and mental health.
- Develop and maintain NEHA's online presence via the website and various social media platforms.
- Provide support for all aspects of events that involve the celebration and/or promotion of the work of NEHA.
- Represent NEHA at events and in the media and/or identify suitable spokespersons from within the organisation and assist with their interview preparation.

#### Administrative

- Actively develop the relationship between the work of the Corporate Services Department and its internal customers by collaborating on projects
- Support the Executive Team and internal teams with the preparation of reports, presentations and related research as required
- In conjunction with all services within NEHA, develop and maintain a list of stakeholders and other personnel, who are relevant to HAIL's strategic objectives.
- Monitor the Oireachtas and local authorities for relevant political developments.

#### Additional Responsibilities

- To positively promote the Association in all activities
- To exercise discretion in all aspects of the role
- Sensitivity to confidential matters is required.

- Undertake a variety of specific projects and other administrative tasks as assigned by the CEO.
- Any other duties which are consistent with the role

*This job description has been designed to indicate the general nature and level of work performed by employees within this position. The actual duties, responsibilities, and qualifications may vary based on assignment or undertakings.*

## Person Specification

### Essential

*The Applicant must have proficient experience, knowledge and skills in the following areas to be deemed suitable for this position.*

### Education/Experience Requirements

- At least five years relevant work experience in the area of communications
- Experience of leading and managing communications projects
- Good knowledge of the not for profit/charity sector. It would be desirable to have experience working in a housing environment
- Experience in evaluating communications activity and reporting evidence of impact
- Experience in a growing and changing organisation

### Knowledge/Skills Requirements

- Excellent communications and interpersonal skills
- Motivated, energetic and results driven
- Team player, with the confidence to take the lead and guide other staff
- Excellent writing skills
- Experience in working on campaigns using traditional and digital marketing tactics
- Excellent organisational skills
- Excellent IT skills with experience developing websites and social networking for organisational objectives
- Ability to monitor and respond to changes in the sector, and maximise new opportunities
- Creativity and an ability to generate engaging communication messages
- Ability to work well within a team, and team interdependency environment
- High degree of efficiency, ability to self-direct, and work well within a team structure
- Good awareness of current housing policy, including the Housing for All Plan, and social issues impacting housing policy

### Competencies:

- Stakeholder/customer communication skills
- Ability to use own initiative
- Ability to coordinate multiple projects/transactions
- Excellent time management and prioritisation skills
- Resourcefulness

- Negotiation Skills
- Solutions focused approach to problem solving.
- Excellent IT Skills
- Willingness to work outside normal office hours
- Full Clean Driving Licence