

Irish Penal Reform Trust

Campaigns and Communications Officer

Applications are invited for the post of Campaigns and Communications Officer of the Irish Penal Reform Trust Ltd (IPRT). The successful candidate will be responsible for developing and implementing IPRT's communication strategy and for duties related to the execution of the IPRT fundraising strategy.

About the IPRT

The Irish Penal Reform Trust Ltd (IPRT) is Ireland's leading non-governmental organisation campaigning for the rights of people in prison and the progressive reform of Irish penal policy. IPRT is committed to reducing imprisonment, respecting the rights of everyone in the penal system and progressive reform of the penal system based on evidence-led policies. IPRT will achieve these goals through:

- Conducting and disseminating original and high quality research
- Raising awareness of our work of penal reform issues more generally
- Campaigning and building alliances through constructive engagement with all key stakeholders in the penal system

IPRT is a small organisation currently with one full-time employee, an Executive Director who reports to a voluntary Board of Directors. In order to implement its Strategic Plan 2007-2010, IPRT is adding three full-time staff to the IPRT team – a Campaigns and Communications Officer, a Research and Policy Officer and an Office Manager.

Please e-mail a completed application form and cover letter to info@iprt.ie by January 23rd 2009 at 5pm putting "The Selection Committee (Campaigns and Communications Officer Post)" in the subject line. Note that **only e-mail applications will be accepted.**

Campaigns and Communications Officer Terms of Employment

The post will be for a two-year fixed term contract, from 2008 to 2010, with an initial six-month probationary period.

Salary : €49,400 Pro rata

This figure represents the first point on a pay-scale corresponding to the public sector scale of Higher Executive Officer (higher).

Pensions and other terms and benefits are subject to negotiation.

Hours of employment: Full time (35 hour week) with flexibility required

Annual leave entitlement: 25 days per annum pro rata

Post holder responsible to: IPRT Executive Director.

Job Description

The post offers an excellent opportunity for a communications and campaigns professional to work in a dynamic and growing non-governmental organisation.

The key duties of the position will be to:

1. Develop a Communications and a Campaigns Strategy to be approved by the Board;
2. Implement the Communications Strategy by:
 - Developing and implementing a web strategy;
 - Developing an effective media strategy;
 - Managing IPRT's proactive and reactive interaction with print and broadcast media in partnership with the Executive Director;
 - Managing all IPRT's communications with its members and stakeholders.
3. Organise IPRT's public events as part of a Campaigns Strategy in partnership with the IPRT team;
4. Undertake other duties which are commensurate with the role, in pursuit of the Strategic Plan as agreed with the Executive Director.

Person specification, December 2008
Campaigns and Communications Officer

Essential skills and experience

The successful candidate will have:

1. Relevant academic qualifications and/or at least three years relevant work experience in either communications or campaigning;
2. Excellent written and verbal communication skills;
3. Strong organisational skills;
4. Ability to build strong relationships with stakeholders in the penal system;
5. Ability to work with initiative in a small team.

Desirable skills and experience

The successful candidate may also have:

- Experience in multi-media;
- A knowledge of the Irish criminal justice system;
- Experience working in the Irish non-governmental, not-for-profit or statutory sector;
- Commitment to the promotion and protection of human rights.

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- Commitment to professional development and a team approach.
- Respect for the values and mission of IPRT.
- Commitment to and understanding of a working environment which promotes Equal Opportunities and has regard for the health and safety of others.

OTHER CONTRACTUAL

- Ability to work flexibly within the role and attend evening meetings and conferences as appropriate to the needs of the job.