

Job Description Dóchas Information Officer (Maternity Cover)

Position: Information Officer (Maternity Cover)
Appointed by: Director
Reports to: Director
Duration: Specific purpose for maternity cover (minimum duration 9 months)

NB: This is a This is a part-time post (17.5 hours a week) and a maternity cover specific purpose contract, replacing the current Information Officer.

Position Summary:

The Information Officer (Maternity Cover) is in charge of reinforcing the network by creating synergies among Dóchas members and by enhancing Dóchas' relationships with key stakeholders. The role involves developing close relations with all Dóchas members, in order to obtain a clear knowledge and understanding of each member organisation's needs and expectations of the network. The Information Officer (Maternity Cover) will also be responsible for the implementation of Dóchas' Communications Strategy aimed at enhancing Dóchas' relationships with all stakeholders.

The Information Officer reports to the Director of Dóchas.

Purpose of the position:

To enhance Dóchas' relationships with key stakeholders, by ensuring each stakeholder's information needs are met.

Main Responsibilities:

1. Information (50% of the role)

- To ensure the timely production of relevant Dóchas publications for various stakeholders and target groups.

Specific tasks in this respect will include:

- Updating Dóchas' knowledge of its member organisations, and reflecting that knowledge in the information provided by Dóchas to third parties;
- Updating the Dóchas website – and other sites hosted by Dóchas - on a regular basis;
- Coordinating the production of the Members Update and other internal and external Dóchas communications, in consultation with other staff.
- Assisting the Director in media work, specifically by drafting media releases and ensuring professional follow-up with selected journalists and media organisations.
- Maintaining a "house style" and visual branding in all Dóchas written communications.
- Monitoring the implementation of the current Dóchas communications strategy.

2. Code of Conduct on Images and Messages (40% of the role)

- To assist Dóchas member organisations in their implementation of the principles and commitments of the Dóchas Code of Conduct on Images and Messages.

Specific tasks in this respect will include:

- Advising members on the processes and procedures suitable for adherence to the Code.
- Coordinating the annual assessment of signatories' adherence to the Code, including the annual survey and mandatory meeting of signatory organisations.
- Participating in processes aimed at reviewing and updating the Code.
- Issuing annual statements of compliance with the Code.

3. Services (10% of the role)

- To operate and develop the Dóchas Consultants Register.

Specific tasks in this respect will include:

- Inviting and screening applications for registration, and to ensure their adequate publication.
- Keeping a record of consultants' details, and to liaise with the Office Manager about the administration and invoicing associated with the Register.
- Responding to members' requests relating to the Register.
- Alerting registered consultants to topical job opportunities.

In addition, the Information Officer will undertake any other reasonable duty commensurate with this post in relation to the Dóchas Strategic Plan, as identified by the Director, including external representation of the Dóchas network. This will involve occasional travel in Ireland and abroad.

As a member of a small team, the Information Officer will play a full part in the administration, planning and evaluation of Dóchas' work as a whole. The post is self-servicing and includes clerical duties, including recording the required data on Dóchas' own key performance indicators and members' participation in Dóchas events.

Miscellaneous

Salary is commensurate with the Dóchas Information Officer scale (€28,274 – 36,193 pro-rata).