

Person Specification Dóchas Information Officer (Maternity Cover)

Position: Information Officer (Maternity Cover)
Appointed by: Director
Reports to: Director

The purpose of the post and its main responsibilities are set out in the Job Description.

Person Specification:

Essential

- Qualification in a relevant field (journalism, public relations, communications, ...)
 - At least two years relevant work experience
 - Excellent oral and written communication skills
 - Ability to write briefing material on a wide range of subjects for diverse audiences
 - Demonstrable experience in editing and proof reading
 - Familiarity with Dóchas Code of Conduct on Images & Messages
 - Knowledge of the Irish non-governmental sector
 - Experience with web site management
 - Familiarity with Development issues
 - Word processing skills
 - Willingness to work in a small office and with flexible hours
 - Flexibility and very good time management skills, to work with frequently changing workload and priorities and to tight deadlines
 - High motivation, positive disposition and flexible attitude in response to rapidly changing contexts, tactics and priorities
- Ability to work on own initiative to achieve set goals

Desirable

- Knowledge of Dóchas and Dóchas members and their core values
- Meeting facilitation skills
- Analytical skills
- Familiarity with social media