

**JOB DESCRIPTION:** RESEARCH , COMMUNICATIONS & POLICY ASSISTANT

**LOCATION:** 33 LOWER LEESON STREET, DUBLIN 2

**CONTRACT :** PERMANENT – 37 HOURS PER WEEK

**RESPONSIBLE TO:** SENIOR COMMUNICATIONS , PROJECTS & POLICY ADVISOR

**SALARY:** €26,780 (SP 12) -€29,821 (SP 17) PER ANNUM

**STARTING SALARY:** €26,780 ( SP 12)

**JOB SUMMARY :**

The primary function of this role is assisting in the implementation of communication and research activities for the organisation. This strategic role will include working on internal and external communications, liaising with key stakeholders, assisting in organising events and supporting the preparation of communications outputs (e.g. articles, videos, news items, social media).

**KEY ROLES AND RESPONSIBILITIES:**

1. Creating content for company social media channels, including LinkedIn, Twitter, and company website
2. Creating dynamic written, graphic, and video content to promote the organisation
3. Helping to implement the organisations communications projects and strategies
4. Researching areas and projects relating to social housing
5. Creating content that promotes audience interaction on all media platforms, increases presence on organisation’s website encouraging audience participation
6. Working on organisational events such as launches, press shoots and scheme openings
7. Analysing and reporting back to senior staff on audience information on existing social media projects
8. Proposing new ideas and concepts for ongoing communication actions
9. Working on media campaigns if and where necessary

10. Contributing to and reviewing Tuath's Communication Strategy and Crisis Management Plan.
11. Working with internal departments to create content for publications such as the Annual Report, tenant's newsletter and other branding materials, from initial concept through to production and distribution.
12. Developing and maintain strong relationships with broadcast, social and print media, in order to raise Tuath's profile and expand media attention
13. Drafting press releases for review as required.
14. Representing Tuath at relevant events as requested
15. Overseeing Tuath's branding and ensure consistency of the use of the brand
16. Assisting in internal staff communications
17. Keeping informed of policy changes and new policies effecting the housing sector
18. Liaising with the housing department to tell the stories of tenants through media
19. Developing and maintain a list of stakeholders and other personnel, who are relevant to Tuath's strategic objectives.
20. Supporting other staff in the development of Tuath's core communications message (to external agencies)
21. Creating opportunities to promote Tuath
22. Working with and support other staff, in their communications with external agencies, as required and ensure the staff are kept informed about Tuath's message/approach
23. Assisting in organising internal events that involve the celebration/promotion of the work of Tuath
24. Undertaking other duties as might be reasonably assigned from time to time in consultation with your line manager
25. Monitoring and reviewing services and policies across the association, applying skills, knowledge, and good practice in order to drive service improvements and make recommendations for change
26. Assisting in the preparation of awards submissions
27. Researching, applying, and promoting diversity initiatives and share good practice across the association.
28. Delivering a commitment to equality of opportunity in the provision of services delivered.

### **General Obligations**

29. In order to deliver the service effectively a degree of flexibility is needed, and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade
30. Ensure safe and efficient delivery of service by achieving high standards of health and safety and risk reduction.

### **Staff Management Responsibilities & Relationships**

31. Relationships: CEO, Directors & Managers & Colleagues and all other internal and external association partners

**This job description is not definitive or restrictive and will be subject to periodic review as deemed necessary and / or in the light of job-related developments**

