

Job Description and Person Specification

Job title:	Policy and Communications Coordinator (Full-time and Permanent)
Location:	Ruhama Head office at 4 Castle Street, Dublin 2/other Ruhama offices in Dublin City Centre
Reports to:	CEO
Purpose:	The Coordinator will be responsible for leading, managing and developing the Policy and Communications strands of Ruhama’s work. The post holder is responsible for the development of Ruhama’s policy work on prostitution and human trafficking for sexual exploitation, and the implementation of Ruhama’s Communications strategy.
Hours	Full-Time basis (35hrs pw) with flexibility around working hours. Some occasional working outside of these hours is required and expected. This post holder is the point of contact for policy and communications matters that arise out of hours and at weekends.
Salary:	Competitive salary commensurate with experience

The main duties and responsibilities for this role include but are not limited to: -

Policy and Advocacy

- Leading out on and driving the development of Ruhama’s policy positions in submissions, policy papers and reports on prostitution, human trafficking for sexual exploitation and Domestic, Sexual Gender-Based Violence (DSGBV).
- Preparing briefings on policy and all policy matters for internal and external use.
- Preparation of briefings for the CEO on key policy developments and otherwise as required.
- Developing a strategic approach to maximising opportunities to influence Government policy, including participation on relevant committees and projects.
- Confident representation of, and advocacy for Ruhama’s policy position/s in local, community, national and international fora with relevant agencies, groups and individuals.
- Initiating relevant inter-organisational collaborations to increase Ruhama’s reach and impact.
- Oversight and management of all policy documentation prepared by the Policy and Communications team.

Communications

- Leading the development and implementation of the organisation’s communications strategy.
- Representation of the organisation and delivery of relevant information through all, including emerging media, nationally and internationally.
- Coordinating, project managing and leading on approved campaigns including oversight of internal campaign teams and maintenance of related digital media and press activities. Conducting effective reviews and assessment of the success, reach and impact of campaigns and ensuring the application of all learnings to new campaigns.
- Proactive public awareness raising and driving positive media coverage of Ruhama’s work and services.
- Development and maintenance of positive and strong working relations with national media.
- Effective and timely preparation of press releases and other briefing documents for distribution.

- Engagement with and campaign support for the Game Changer Project.
- Oversight of the maintenance and development of Ruhama's social media and website (Wordpress).
- Oversight and management of the development of Ruhama's Website.
- Acting as a spokesperson for Ruhama in various media particularly on policy and all relevant issues.
- Providing communications advice and support to the CEO and the Ruhama team.

Organisational Responsibilities/Admin

- Providing support and supervision to the Policy and Communications team.
- Initiating, reviewing and developing internal communication protocols and processes for the organisation.
- Fulfilment on all lobbying obligations.
- Monitoring, tracking, evaluating and documenting all work of the Policy and Communications team.
- Attending supervision on a regular basis with line manager.
- Working effectively as a team member to develop and fulfil the policies, aims and objectives of Ruhama.
- Compliance with all Ruhama policies and procedures.
- Performing any other duties assigned or delegated by his/her line manager.

Person specification

Qualifications:

- Level 8/9 (NFQ) qualification in a relevant field (e.g. Social policy, Law, Gender studies, Human Rights, Communications, etc.)

Experience and knowledge:

- High level of knowledge of national and international legislation/policy affecting women impacted by prostitution, human trafficking for sexual exploitation and Domestic, Sexual and Gender-Based Violence (DSGBV).
- Awareness of the experiences of those impacted by prostitution and human trafficking and their needs.
- Experience of engaging with digital and traditional media (radio, print, TV) and ideally will have completed training in this area.
- Management of a wide variety of social media accounts and management tools, competence with graphic design software, e.g. Canva.
- Experience of line management/potential to effectively manage and supervise a small team of Policy and Communications professionals.

Skills & abilities:

- Excellent verbal, written and interpersonal communication skills with a clear ability to present complex information to varied audiences in different fora.
- Ability to gain the trust and confidence of partner agencies, funding bodies, press and media and all other stakeholders.
- Ability to lead innovative campaigns and awareness-raising initiatives.
- Excellent IT skills and management of information and administration systems, e.g. Salesforce, MS Office.
- Strong time-management skills along with the ability to prioritise, multitask and meet tight deadlines.
- Resilience with a positive and diligent approach to work.
- Proven ability to use own initiative and work well both independently and as part of the Ruhama team.
- Ability to maintain confidentiality within the guidelines and policies of Ruhama.
- Willingness to undertake training and continuous professional development.

Additional:

Flexibility to be available as required with some occasional out-of-hours working. Willingness to be the point of contact for Policy and Communications matters that arise out of hours or weekends.

Please note that successful candidates will need to undergo Garda vetting.