

IACP Communications Officer Job Description

Job Title: Communications Officer

Reporting To: Communications Supervisor

Contract Term: Full Time Permanent

Job Summary: The Irish Association for Counselling and Psychotherapy (IACP) is seeking to recruit a dynamic Communications Officer to join their South County Dublin based team. The Communications Officer will be responsible for assisting in managing all company public relations working closely with the Communications Supervisor, CEO, and the Executive Management Team.

Duties & Responsibilities (include but are not limited to):

- Responding to queries of IACP Members and the public.
- Contribute to the development and delivery of the communications strategy across the range of PR, the media, and lobbying activities as well as the wider stakeholder engagements of the organisation.
- Provide timely and accurate responses to media queries.
- Deliver regular member and public communications activities including the development and delivery of media releases, media briefings, photography etc.
- Support the delivery of national public engagement campaigns on behalf of the organisation including engagement with external professional agencies.
- Assist in the development, collation, and editing the monthly members e-newsletter, quarterly journal, Annual Report, Conference Programme and other publications.
- Oversight of social media platforms, including the development of both member and public focused content and monitoring of social media activity.
- Administration and monitoring of the IACP member forums within the Basecamp platform and on the IACP social media platforms.
- Support the public affairs activities of the organisation in terms of engaging with government officials, public representatives, and other key stakeholders.
- Preparation of presentation materials for the organisation for delivery to both our members and our other stakeholders at a national and international level.
- Assisting in the organisation of IACP's attendance at various national events and conferences.
- Support the Regional Liaison Officer with Regional Event Management, including uploading events to website, monitoring bookings, downloading list and correspondence with Regional Committees'
- Act as brand guardian for the IACP identity to ensure consistency across internal and external communications and documents.

- Monitoring and assessment of media coverage including updating media databases and conducting associated research.
- Support the ongoing development of the organisation's website, including the development of new content and design.
- Working closely with other functional areas on relevant cross-organisational projects.
- Attendance at staff meetings.
- Other duties as may be assigned by the Communications Supervisor.
- Supporting the Editorial Committee

(Please note that the above list is not exhaustive)

Person Specification

The Ideal Candidate (reporting to the Communications Supervisor) will have:

Essential Requirements:

- Excellent written and oral communication skills, with an ability to communicate effectively in a style appropriate to a range of stakeholders.
- Good working knowledge of the Irish media landscape, both on and off-line.
- Demonstrated knowledge of the Irish political system.
- Good project management skills with an ability to multitask and manage competing deadlines.
- Minimum of 2 years' communications/media relations experience.
- Be confident in their work and can influence and negotiate.
- Be very capable of working both within a team and of their own initiative.
- Experience drafting a range of documents, submissions, and publications.
- Experience in developing and implementing external communications strategies.
- Experience with Social Media Management Tools e.g. Hootsuite
- Website Management experience
- Highly proficient in MS packages e.g. Word, Excel, Outlook, etc. and experience working with Google Analytics, Mailchimp, Video and Photo Editing (Canva, Adobe Suite) programmes would be advantageous.
- Candidate must be of good character and dedicated to supporting the mission of the IACP

Desirable Requirements:

- A relevant third level qualification is desirable.
- Experience of working within the health sector would be advantageous
- A full clean Driving Licence is advantageous
- Experience working with CRMS e.g. Salesforce

Remuneration and conditions

- A starting salary of between €28,000 to €30,000 annum, dependant on experience.
- IACP staff are currently working a hybrid solution, working 2/3 days per week in IACP's Office, Marina House, 11-13 Clarence Street, Dun Laoghaire, Co Dublin and the other days remotely.
- The normal working hours are 40 hours per week between 9 am and 5 pm, Monday to Friday. There is a flexible option of starting between 8.30 am – 9.30 am and finishing between 4.30 pm - 5.30 pm each day.
- This position is subject to a six-month probationary period.
- The annual leave entitlement is 22 days per annum plus 1 self-care day.
- A Group Pension Scheme Plan is available to eligible employees.
- IACP provide an Employee Assistance Programme and a range of well-being and team building initiatives for staff.
- The IACP is also committed to staff professional development and provides relevant training and development opportunities.
- Some travel and out of hours work will be required to attend events and meetings.
- The successful applicant must be legally allowed to work in the Republic of Ireland.

All staff are expected to:

- Work in accordance with the IACP HR policies and procedures.
- Help maintain a safe working environment and take responsibility for own and colleagues' health and safety.
- Undertake such other duties within the scope of their post as may be asked by their manager.
- Staff may be required from time to time to work outside of the core hours and the IACP operates a Time in Lieu system for such hours should they arise.
- Staff may be required to travel on occasion as part of the role and travel expenses are paid at civil service rates.

Application details

Please send a current Curriculum Vitae and Cover Letter outlining why you meet the needs of this role and send it by email by 12.00 noon Thursday, 14th July for the attention of the IACP Operations Manager to: JobVacancies@iacp.ie

Interview dates: It is expected that the interviews will take place the week commencing the 18th July.

IACP is an equal opportunities employer.

Please note that there will be two rounds of competency-based, in-person interviews with dates to be confirmed.

No work as a Counsellor/Psychotherapist should be undertaken, or memberships of other Counselling and Psychotherapy Associations held whilst holding an employee position at IACP.