

Person Specification

Dóchas Media Officer for the European Year for Development

Position: Media Officer for the European Year for Development
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 Experience

- Qualification in a relevant field (journalism, public relations, communications, ...);
- At least three years relevant work experience;
- Experience of monitoring and evaluation of communication initiatives;
- Demonstrable experience in editing and proof reading;
- Experience in social media publishing;
- Experience with web site management.

Essential Skills and Aptitudes

- Ability to write briefing material on a wide range of subjects for diverse audiences;
- Excellent oral and written communication skills;
- Knowledge of the Irish non-governmental sector;
- High motivation, positive disposition and flexible attitude in response to rapidly changing contexts, tactics and priorities;
- Familiarity with Dóchas Code of Conduct on Images & Messages;
- Demonstrable knowledge of the NGO sector and Global 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;
- 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;

Other Requirements

- Availability to start in January 2015.