

Job Description

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| Job Title | Communications and Administrative Officer |
| Reporting to | Chief Executive Officer |
| Hours of work | 35 hours per week |
| Place of Work | Doras Luimní Offices, 51a, O'Connell Street, Limerick |

About Us

Doras is a non-governmental organisation which works to promote and protect the rights of refugees, asylum seekers and migrants. Our mission is to promote and uphold the human rights and well-being of migrants through personal advocacy, integration development and collaborative advocacy at local and national level. We provide a free and confidential advice and legal information service on a wide range of immigration-related issues.

Communications and Administrative Officer

Doras Communications and Administrative Officer will work in close collaboration with Doras Chief Executive Officer, ensuring the smooth running of the organisation on a day-to-day basis and promoting our work and the policies we advocate for. The successful candidate will develop and implement our communications strategy and develop our internal policies and procedures to ensure compliance with relevant legislation and regulation including the Governance code, GDPR, Charities Regulations, etc.

Duties of the post:

A) Communications duties;

- Promote our work to relevant stakeholders and the general public and deal with relevant queries.
- Promote our work and raise the profile of the organization through the media, including issuing press releases and dealing with media queries, in collaboration with the CEO and Policy Officer;
- Work closely and collaboratively with the Doras Policy Officer to support and promote the policies which Doras advocates for;
- Manage and promote Doras social media presence (Facebook, Twitter, etc);
- Maintain Doras website and update regularly;
- Compile a quarterly e-bulletin, an Annual Report and an annual impact report;
- Coordinate the production, publication and distribution of a range of reports, brochures and other publicity materials;

B) Administrative duties;

- Develop both existing and new policies and procedures as required to ensure the organisation is compliant with legislation and regulations (eg GDPR, Governance Code, Charities regulations, etc)

- Research new funding opportunities and assist in applying for funding and reporting to funders.
- To be responsible for the recruitment, selection and management of volunteers including developing and implementing a programme to provide training and support to volunteers.
- Ensure Garda vetting is in place for staff and volunteers.
- Manage and/or support the delivery of some projects such as the Migrant Mentoring Project and Failte Isteach;
- Support the work of Doras Finance Officer by providing administrative support on an ad hoc basis;
- Organise events and fundraising initiatives such as our Christmas Appeal;
- Manage IT services and equipment;
- To order materials, stationery and equipment and ensure maintenance of adequate stock;
- Any other admin duties which may be assigned from time to time.

Other Duties:

- To effectively represent and promote the vision, mission and values of Doras at relevant fora.
- To attend fortnightly Team meetings and other meetings as required.
- To maintain accurate and up-to-date records of all work.
- To complete monthly performance reports.
- To compile and work to an Annual Work plan.
- To maintain strict confidentiality of personal information about Doras service users and adhere to Doras policy and procedure in this regard.
- To undertake additional tasks and responsibilities, which may arise from time to time and are incidental to the post.
- To carry out duties and responsibilities with due regard to Equal Opportunities legislation and Doras diversity policies.

Person Specification

Qualifications:

A relevant third-level qualification in communications, media, journalism, business administration, or equivalent combination of other relevant education and experience.

Experience/Knowledge:

- Experience in a similar Communications role;
- Experience of working in a NGO / community development setting;
- Have good knowledge and understanding of the issues facing migrants in Ireland particularly those who are at risk of social exclusion, poverty and discrimination;
- A commitment to human rights based approaches, particularly as they affect refugees, asylum seekers and migrant workers;
- An understanding and ability to relate to people across cultures.

Skills/Abilities:

- Excellent writing and verbal communication skills and the ability to produce content for a variety of media (print, web, social media, radio, television, etc);
- Website development and graphic design applicable to website/ posters/ newsletter/ reports and infographics
- Ability to engage with our client group with compassion and empathy;
- To have a flexible and adaptable work approach;
- Excellent organisational and time management skills, with the ability to work well under pressure;
- Excellent verbal, analytical and interpersonal skills;
- Exercise good listening and communication skills with sensitivity to cultural communication skills;
- Appreciation of the need for confidentiality and integrity;
- Well-developed IT skills;
- Effectively work as a team member and independently, with a high-level of self-motivation and ability to set and meet goals;
- Comfortable working in a busy, dynamic, multi-cultural environment.