



INCLUSION IRELAND

National Association for People with an Intellectual Disability

Communications & Information Officer

Job Description

Inclusion Ireland is a national rights-based advocacy organisation that works to promote the rights of people with an intellectual disability. Inclusion Ireland uses the **Convention on the Rights of Person with Disabilities (CRPD)** as the prism through which it conducts its work. The CRPD is important because it provides the framework to ensure the full and equal enjoyment of all human rights and fundamental freedoms by all persons with disabilities. Article 12, which guarantees the right of people with a disability to participate to the fullest extent possible in decisions which concern them and to the assistance to enable them to do so, is particularly relevant.

In this context and in collaboration with the HSE, who is our primary funder, Inclusion Ireland;

- Communicates the HSE reform programme to people with a disability and their family members;
- Provides support and information on disability services; appropriate individual and community-based services; social welfare; education; age-related disability issues; health and well-being; legal and policy; and advocacy issues;
- Supports and builds the participation of people with an intellectual disability, parents and family members in HSE and other representative policy structures;
- Provides and supports a broad-spectrum of advocacy;
- Represents its work and knowledge on various HSE and other policy fora;
- Promotes and advocates for best-practice service provision and partnership between service providers and people with a disability and their family members where appropriate;
- Monitors the development of disability legislation and policy.

Inclusion Ireland is also funded to deliver project-based activity for other statutory and non-statutory agencies

Position: Communications & Information Officer

Location: Inclusion Ireland head office in Dublin with some travel required nationally.

Role: To ensure the effective delivery of Inclusion Ireland's internal and external communications in support of the delivery of Inclusion Ireland's core functions above, the delivery of its strategic plan and other activities which further the organisation's work.

Responsibilities:

The responsibilities of the Communications & Information Officer will comprise of the following core responsibilities and other responsibilities as might arise in line with Inclusion Ireland's work.

Internal communications

- Ensure effective communication between the Inclusion Ireland teams and regional offices by utilising and developing internal systems.
- Attend and participate in team meetings and working groups.
- Ensure that all staff are updated on information relevant to the work of Inclusion Ireland.
- Ensure the customer relationship management system (Salesforce) is kept up-to-date and to identify emerging issues, trends and potential campaigns.
- Ensure that Inclusion Ireland store information in a way that is consistent with GDPR.
- Ensure Inclusion Ireland complies with lobbying requirements.
- Provide internal IT support and liaise with technical support.

External communications

- Ensure external communication reflects Inclusion Ireland's values.
- Produce easy-to-read annual reports on the work of the organisation.
- Maintain and develop the Inclusion Ireland website and social media channels.

- Manage and develop relationships with journalists, editors, academics, researchers, industry colleagues and key public figures on a national and local level.
- Issue press releases and liaise with media.
- Represent Inclusion Ireland in press, radio and television if required.
- Organise press events, conferences, launches and publicity.
- Identify and deliver on dissemination opportunities for information, campaigns and events.
- Monitor press and media coverage of disability-related issues and identify trends and opportunities.

Information development and provision

- Contribute to the production of policy positions, briefing notes and submissions.
- Responding to enquiries from members, the public, journalists, researchers and other interested parties.
- Producing easy-to-read information materials.
- Participating in Inclusion Ireland information events and training.

Required Qualifications and Attributes:

- Third Level / professional qualification in communications, journalism, marketing or public relations.
- Previous work experience in a similar role.
- Excellent IT skills and experience of creating digital content.
- Excellent writing and research skills.
- Demonstrated commitment to human rights and equality.
- Ability to work on own initiative and to work as part of a team.

Desirable Qualifications and Attributes:

- Knowledge of the Irish political landscape.
- A knowledge of disability law and policy.
- Experience of running effective campaigns.
- Experience in public policy advocacy including preparing briefing notes and submissions.
- Knowledge of customer-relationship management systems (e.g. Salesforce).
- A track record of communicating to diverse audiences.

To Apply:

Please forward a cover letter outlining your suitability for the role along with a CV by email to admin@inclusionireland.ie

Applications must be received by 5pm on February 8th 2019 and no late applications will be accepted.

Inclusion Ireland is equal opportunities employer.