

## **Aoibhneas: Communications Officer** **(<https://www.activelink.ie/node/115625>)**



### **AOIBHNEAS RECRUITMENT CAMPAIGN**

Aoibhneas is a Domestic Abuse Support Agency working with Women and Children who are or have been affected by domestic abuse.

Aoibhneas provides a complete continuum of care within a service of excellence. A complete continuum of care arrangement provides for the access of women and children to supports at earliest intervention through provision of prevention and awareness raising programmes, community-based support, refuge accommodation, transitional accommodation, and post refuge/ transitional support.

## **Communications Officer**

**Job Title:** Communications Officer  
**Reports to:** CEO

### **Role Purpose:**

The Communications Officer will play a key role in supporting the organisation's internal and external communications. Internally, the role will focus on enhancing communication across teams, supporting staffing and organisational updates, and contributing to staff engagement. Externally, the Communications Officer will support strategic engagement with stakeholders, manage social media channels, and contribute to the delivery of key public-facing campaigns and initiatives.

### **Key Responsibilities:**

#### **Internal Communications & Staffing Support**

- Draft, coordinate and disseminate internal communications including staff updates, newsletters, organisational announcements, and briefings.
- Support communication efforts related to HR matters, including staffing changes, recruitment campaigns, onboarding communications, and internal policy updates.
- Work closely with HR and leadership to ensure consistent and timely messaging across all internal channels.
- Contribute to initiatives that foster a strong internal culture and staff engagement.

#### **External Communications & Stakeholder Engagement**

- Assist in developing and delivering communications strategies for stakeholder engagement, including public consultations, events, and briefings.
- Support the preparation of key messages, presentations, and briefing materials for use with external audiences.
- Maintain and update stakeholder databases and help coordinate proactive outreach to partners, government bodies, and community groups.

#### **Digital & Social Media**

- Manage and monitor the organisation's social media platforms and website to ensure content is current, relevant, and engaging.
- Draft, schedule and publish content that aligns with strategic communications objectives.
- Analyse social media performance and audience engagement, providing regular reports and insights.
- Support digital campaigns related to awareness, consultation, and community engagement.

## Key Requirements:

- A degree in Communications, Public Relations, Journalism, or a related field.
- 2+ years' experience in a communications role, ideally within the public or not-for-profit sector.
- Excellent writing, editing, and verbal communication skills.
- Demonstrated ability to manage both internal and external communications with sensitivity and professionalism.
- Experience managing social media platforms and digital content creation.
- Strong organisational and interpersonal skills; ability to work collaboratively across teams.
- Proficiency in Microsoft Office and basic design/editing tools (e.g. Canva, Adobe Creative Suite, or similar).
- Familiarity with public sector or regulatory environments is an advantage.

## Desirable Attributes:

- Experience supporting stakeholder engagement in a public consultation or policy setting.
- An understanding of the Irish public service communications landscape.
- A commitment to transparency, accountability, and inclusive communication.

## Terms and Conditions:

- 39 hours per week (inclusive of lunch hours)
- 3-Year Fixed Term
- HSE 2021 Salary Scale GRADE IV (CLERICAL)- (€29,249 - €44,128)
- Employer Pension Contribution of 5%.
- Annual leave 22 days inclusive of 2 wellbeing days with incremental days in line with service.
- Digital GP Care and Family Care Mental Health Support amongst other benefits such as Death in Service, access to supervision and Employee Assistance Programme.

## HOW TO APPLY:

Any interested applicants should forward their CV, noting role they are applying for and a short covering letter stating their suitability for the role.

**Please email [recruitment@aoibhneas.org](mailto:recruitment@aoibhneas.org) (mailto:recruitment@aoibhneas.org) by 5 pm on Friday, 30th May, 2025** for the attention of: **Recruitment, Aoibhneas CLG., PO Box 5504, Dublin 17, Tel. 01 867 0805**

**Interviews will take place on Tuesday 10th June, 2025 (Virtual interviews will be facilitated)**

*All offers of employment with Aoibhneas are subject to Garda Vetting. Aoibhneas is an equal opportunities employer. A Panel may be formed out of this recruitment process.*

### Region

Dublin

### Date Entered/Updated

14th May, 2025

### Expiry Date

30th May, 2025

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