

FLAC: Communications & Campaigns Officer **(<https://www.activelink.ie/node/116038>)**



Communications & Campaigns Officer

Terms: Full-time – 5 day week

Reports to: Policy & Public Affairs Manager

Location: Dublin / Hybrid

About FLAC

FLAC (Free Legal Advice Centres) is an independent legal, equality and human rights organisation which exists to promote equal access to justice. FLAC does this in various ways. It operates a Telephone Information & Referral Line which provides basic legal information to more than 10,000 people each year, and coordinates a network of clinics where volunteer lawyers provide basic legal advice. FLAC operates a Pro Bono Referral Scheme for social justice organisations through PILA (the Public Interest Law Alliance). As an Independent Law Centre, FLAC undertakes litigation in the public interest and also provides a Roma Legal Clinic and Traveller Legal Service.

FLAC undertakes policy and law reform work. Its policy work focuses on all aspects of the right of access to justice and the areas of law which most impact people and communities experiencing discrimination and disadvantage. Many of its policy and law reform recommendations are derived from FLAC's first-hand experience of providing legal assistance, in particular its casework in the areas of housing/homelessness, equality/discrimination and social welfare.

FLAC is a campaigning organisation and seeks to engage the public, media, legal community, NGO sector and policy-makers with our policy and law reform agenda. It has recently successfully campaigned for comprehensive reviews of Ireland's equality legislation and the scheme of civil legal aid. FLAC subsequently coordinated and supported civil society engagement with both of those review processes.

Job Description

Reporting to the Policy & Public Affairs Manager, the Communications & Campaigns Officer will be involved in the development and implementation of FLAC's communications strategy, with the objective of raising the organisation's profile and building campaigns in line with our strategic objectives and policy priorities, and assisting with researching and writing funding proposals. They will work in coordination with FLAC's Communications & Media Officer.

A key focus will be on developing and implementing communications and campaigns in relation to policy, litigation and law reform campaigning. The overarching aims of the role include:

- Communicating and promoting FLAC's work providing legal assistance including the Traveller Legal Service and the Roma Clinic and in the areas of policy, research and public affairs.
- Assisting in devising and implementing policy and law reform campaigns, including joint civil society campaigns.
- Assisting in building FLAC's standing as a leading independent legal, human rights, equality and access to justice organisation, and its role at the centre of Ireland's progressive legal community.

Duties & Responsibilities

- Promote the various aspects of FLAC's work, in particular its policy, legal assistance and campaigning work, across all platforms.
- Assist in the promotion of FLAC's other work as necessary.
- Create and manage content for FLAC's social media pages (X/Twitter, Facebook, Instagram and LinkedIn) including infographics and track social media metrics.

- Draft and distribute press releases, annual reports, blogs and newsletters.
- Manage and update mailing lists.
- Promote and disseminate FLAC's policy submissions and material in an accessible way to relevant stakeholders.
- Maintain and update FLAC's website.
- Liaise with stakeholders including the media and civil society.
- Manage the design, print and publication of FLAC materials.
- Assist with the organisation and running of events.
- Ensure that FLAC's communications and campaigns outputs are consistent and of a high standard.
- Monitor media and current affairs and Oireachtas activity to identify and maximise opportunity from the organisation to inform the public debate.

Requirements

Essential

- Qualification in communications, digital marketing, journalism, media and/or graphic design.
- Strong IT capabilities including MS Office, Canva, Digital Marketing, and producing and uploading web content.
- Experience working in a similar role.
- Excellent writing skills and ability to produce highly accurate work.
- Strong organisational skills with excellent time-management capabilities.
- Ability to work on own initiative and to identify opportunities to enhance FLAC's communications and campaigning work, and to grow FLAC's profile.
- Strong team player, capable of working with colleagues across the organisation on a diverse range of topics and activities.
- Demonstrated knowledge/experience/interest in human rights, equality and/or social justice.

Desirable

- Proficiency in smartphone video recording and editing
- Experience editing and maintaining a website (with a focus on SEO optimisation).
- Experience researching funding opportunities and assisting with writing funding proposals
- Experience of the legal sector, public affairs sector and the NGO sector.

Terms & Conditions

- Permanent role.
- 6 month probation period.
- 5 days per week (9:30am to 5:30pm Monday to Thursday, 9:30am to 5:00pm Friday)
- Location: FLAC Office, 85/86 Dorset Street Upper, Dublin 1.
- Hybrid working facilitated.
- Salary commensurate with experience.
- 7% matched pension contribution.

Closing Date for Applications: **Friday, 20 June 2025.**

Please send a cover letter and CV to recruitment@flac.ie (<mailto:recruitment@flac.ie>)

Region

Dublin 1 / Hybrid

Date Entered/Updated

5th Jun, 2025

Expiry Date

20th Jun, 2025

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