

Community & Communications Officer

ISL Version – Job Description: <https://vimeo.com/543099668>

ISL Version – Appendix (Deaf Career Project): <https://vimeo.com/543100739>

Hours: Full time basis, 35 hours per week. Role will involve flexible working hours with requirement to attend regular meetings outside usual office working hours, evenings and occasional weekends for community events and meetings.

Funding: This role is partially funded by the Dormant Account Fund managed by Pobal.

Term: Permanent full-time contract.

Salary: Subject to negotiation based on experience.

Supported by: Advocacy Department

Starting Date: Role can start immediately or as soon as possible subject to notice and availability of successful candidate.

Location: Work Remotely and IDS Office in Cabra, Dublin 7.

Submission Deadline: Friday 14th May 2021

Interview: Wednesday 19th May 2021

Overview of the Job

The Irish Deaf Society (IDS) seeks to achieve and promote the Equality and Rights of Deaf people in Ireland. On the grounds of the Irish Constitution and Human Rights and international legislation, the ambition of full access to citizenship and society is sought through the empowerment and mobilisation of the Deaf community. With an awareness of their identity and their rights as individuals, Deaf people in Ireland are enabled to celebrate their culture and continue to ensure the upholding of Irish Sign Language recognition and break down the barriers of discrimination.

The successful candidate for this project will contribute and support the Advocacy Department and the Irish Deaf Society's relationship and engagement with our community.

There are two key activities for this role. Firstly to manage and develop strategies for the Peer Advocate Network and engagement with the IDS National Council (a network of Deaf organisations throughout the country). The second is managing communications with members and our audience including social media.

This role is partially funded by Pobal under the Dormant Accounts Fund grant aided to improve access to Employment and Training/Education for Deaf people. A key responsibility for this role

will be to develop and deliver the funded “Deaf Career Project” over the next 18 months and ensure the success of local Deaf “Job Clubs” .. This project is closely related to work in the community with the Peer Advocate Network.

The project will provide engagement, resources and supports for Guidance Counsellors, Peer Advocates and job club participants. The project team will include IDS Advocacy management, staff, CEO and external career guidance experts.

We are looking for someone who has a proactive approach to their work, who is communicative, flexible and committed with the ability to work alone as well as part of a team.

The successful candidate will have:

- To work in the Deaf community with an appreciation and respect for Deaf culture and Irish Sign Language.
- Strong computer skills and a good command of the English language.
- Skilled in careful planning, scheduling and management of tasks and goals.
- Experience collecting information and reporting.
- To work remotely but will be required to travel to IDS offices and to visit different local project sites when Covid restrictions allow.
- To be flexible about work hours including evening and weekends to meet the demands of the development plan.
- Skills and experience in development of digital resources will be an advantage.

Main duties and responsibilities:

Community Responsibilities

- To develop and implement a strategy of engagement with the IDS Peer Advocates Network and National Council.
- To advise the Advocacy Manager on matters requiring attention, and assist in implementation of management decisions.
- To gather information and report to the Advocacy Manager on community projects including analysis, goals and performance indicators.
- To ensure the efficient day-to-day operation and management of any community services and projects achieving agreed goals.
- To develop a strong network of contacts with regional and National Deaf organisations and groups to inform representation.
- To build an accessible library of existing agreed communications topics, texts and positions for use across the organisation.
- Deaf Career Project:

- To work with Peer Advocates and manage 6 regional job clubs to deliver on goals of the “Deaf Career Project”.
- To work with Advocacy manager to establish a Steering Group to guide the project and a “work placement subgroup” with external employers' representatives
- To manage all aspects of the Deaf Career Project and deliver on stated goals (see Appendix)

Communications Responsibilities:

- Write, edit, co-ordinate and publish content across various channels, including the website, social media, and print and online marketing materials.
- Plan and implement communications and marketing campaigns to raise awareness, membership engagement and Departmental promotions, while progressively improving organisational understanding of what works for different audiences.
- Communicate the value of our work to members.
- Field enquiries from stakeholders including journalists, politicians and service users.
- Work with Advocacy Manager and team, CEO, Board and IDS spokesperson on PR and audience communications.
- Act as a brand champion for IDS.
- To engage with our audience on social media.
- To develop and implement best practice communications policies.

SUBMITTING YOUR COVER LETTER AND CV

Please send a cover letter (save as either word or PDF documents) explaining why you are suitable for the role with your CV by email to Elaine Grehan, Advocacy Manager, jobs@irishdeafociety.ie by the end of the day on Friday 14th May 2021 please make sure to add “Community & Communications Officer” in the subject field of your email.

Interviews will be on Wednesday 19th May.

If you are unable to attend for interview on this date, please state so clearly in your email.

You can find out more about the Irish Deaf Society at:

www.deaf.ie

www.facebook.com/IrishDeafSociety

www.twitter.com/IrishDeafSoc

The Irish Deaf Society is an equal opportunities employer

Appendix: Deaf Career Project Activity Summary

(Subject to Change)

Job Clubs

Our target is to setup 6 job clubs with 12 people (minimum target of 72 in people). The topics will focus on skills training, employment supports and job activation.

- Job clubs will meet 3 times over 18 months on Zoom.
- 6 peer advocates will receive training to provide support to participants and help to organise the job clubs
- Required Pobal outputs are: “skills training”, “employment supports” and “job activation”.
- Develop online resources based on feedback from practical activities, work club interactions, and desk research to aid self-learning and guidance for Deaf participants.

Career Guidance Counsellor Engagement

Work with external Career Guidance experts to develop and deliver a module of training to Career Guidance Counsellors

- Deliver two online training events to a minimum of 20 career guidance counsellors
- Make that training module available online and to Guidance Counselling bodies such as National Council for Guidance in Education (NCGE) and the Institute of Guidance Counsellors (IGC), and educational institutions such as Universities.
- 10 work placements from structured engagement with 40 guidance counsellors and involvement of Chamber of Commerce/Employer organisation on steering committee.