

NATIONAL WOMEN'S COUNCIL OF IRELAND

Job Description

Job Title: Membership and Communications Coordinator (Maternity Leave Cover)

Responsible to: Head of Communications

Main Purpose of the job:

The Membership and Communications Coordinator (maternity leave cover, 12 months fixed term contract) will lead on and support key membership and communications functions of NWC in line with the Membership Strategy and Strategic Plan of NWC.

The Coordinator will be responsible for managing membership communication, organising events and other member engagement activities. The Coordinator will also provide communications support to key events and projects of NWC, including press work and social media.

Principal Duties:

- Organise at least 4 annual member meetings and other events
- Ensure timely and effective membership communication
- Lead on membership engagement activities, including membership surveys
- Manage the recruitment, retention and ongoing administration of members
- Write progress reports for funders
- Organise quarterly meetings of NWC's Youth Advisory Group
- Lead on and provide comms support for a number of key events and projects, such as NWC's Budget and Childcare campaign and the launch of NWC's new strategic plan
- Draft media materials, including press releases, key messages, in close cooperation with relevant staff and/or the Director
- Support the development of social media content and the daily posting of NWC across different social media platforms
- Provide weekend communications cover on a rota system (for which Time off in lieu will be given), including answering press phone, posting and monitoring social media and taking action as required.

- Work in collaboration with other NWC staff and the NWC Board to contribute to wider organisational goals.
- Participate in NWC teams and one-to-one meetings with line manager and prepare reports for the Director
- Undertake other duties as may reasonably be assigned from time to time by the Director or Head of Communications

Essential skills

- A relevant third level degree or equivalent third level qualification
- Minimum 3 years' experience in working in membership or communications or similar
- Excellent oral and written communication skills, and ability to adapt communications to different audiences
- Excellent project management and time management skills
- Ability to represent NWC externally and work with individuals and groups from diverse backgrounds
- Strong team player and ability to work across different teams
- Experience in event management, both in person and online/webinars
- Experience in communications, including drafting newsletters, press materials, managing social media accounts and updating websites
- Strong commitment to feminism and good understanding of women's rights, equality issues and the civil society sector in Ireland
- Ability to work independently, in a fast pace environment and within competing deadlines
- Ability to work unsocial hours, particularly at weekends (on rota system with Time Off in Lieu given) to post on social media, monitor online activity and take action as required
- Must be fluent English speaker