**Employee Specification:**

**Policy, Communications and Engagement Officer**

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| **Criteria** | **Essential** | **Preferable** |
| **Qualifications** | * Must be educated to 3rd level standard (degree or equivalent)
* Experience in the use of electronic communications such as social networks etc.
 | Degree or equivalent qualification ie, Level 6 National Qualification Framework in a relevant field e.g. Communications /PR.RSA Level 2. CLAIT 2 or equivalent in IT and Administration skills. Experience or qualification in Policy, Journalism or communications related field would be advantageous.  |
| **Experience** | * Have at least 3 years experience of the women’s sector.
* Have experience of hosting focus group workshops
* An in-depth knowledge of the community and voluntary sector.
* Practical experience of computerised record keeping for the accurate production of claims, reports and returns as required by the funding body.
* Experience of developing, writing and editing publications and newsletters
* Experience of maintaining websites, writing for the web and using a content management system
* An understanding of the use of social media and electronic communications.
 | A minimum of 3 years’ experience of working within a community development context in the community and voluntary sectorsThe ability to relate to organisations in the public, private and voluntary sectors.Have a proven track record in engagement of hard to reach women from disadvantaged and rural areasStrong interpersonal communication skills (written and verbal). Organisational, administrative and project coordination skills Ability to motivate remote teams. Ability to influence others.Strong IT skills including use of Word, Internet, Email, Excel, and Power point.  |
| **Other Factors** | * Ability to work on own initiative.
* The successful candidate will possess high analytical, oral and written communication skills
* Be a team player.
* Flexibility
* Access to transport
 | Produce reports for fundersBuild and maintain contact with relevant political institutions and personnel, assembly committees, special advisors, committee clerks, chairs of committees.Develop lobbying partnerships with key voluntary sector organisationsAwareness raising of local issues regionally  |