

## JOB DESCRIPTION FOR THE POSITION OF COMMUNICATIONS OFFICER

Job Title	Communications Officer
Employer	Community Law & Mediation (CLM)
Reports to	Policy & Communications Manager
Salary	Details available on request
Hours	<p>26 hours per week, as follows:</p> <ul style="list-style-type: none"> <li>• 9.30 am -5 pm Tuesday-Thursday</li> <li>• 9.30am - 4 pm Friday</li> </ul> <p>CLM are open to flexibility on how these hours are worked.</p>
Duration of Contract	Fixed term for 2 years, subject to the successful completion of a 6-month probation period. It is hoped to secure sufficient funding to enable the role to be longer term.
Start Date	Immediate
Location	<p>CLM Offices, Northside Civic Centre, Coolock, Dublin 17 (flexible to remote working)</p> <p>CLM is flexible in relation to remote working.</p>
Application Deadline	5pm, Tuesday 2 <sup>nd</sup> August
Proposed Interview Dates	Week beginning Monday 8 <sup>th</sup> August

### About Community Law & Mediation and the Centre for Environmental Justice

Community Law & Mediation (CLM) was established in 1975 as the first independent, community-based law centre in Ireland. It supports more than 4,400 people annually through its range of services, which include free legal advice and representation; information and education; mediation and conflict coaching; and law reform.

CLM operates two community law centres, one in Dublin (Coolock) and one in Limerick; and collaborates with other organisations such as the Irish Cancer Society, Family Carers Ireland and EPIC, to provide outreach advice clinics around Ireland. CLM also campaigns for law reform, and for the safeguarding of rights already enshrined in law, in areas such as employment, equality, education, housing, disability rights and social protection.

In 2021, CLM opened a Centre for Environmental Justice to address environmental and climate-related issues experienced by marginalised communities. The Centre is the first of its kind in Ireland, advocating for law reform and offering free legal advice, representation, information and education in the area of environmental justice.

For more details on CLM's work, please see [www.communitylawandmediation.ie](http://www.communitylawandmediation.ie).

## Purpose of Position

Reporting to the Policy & Communications Manager, the Communications Officer will assist with the implementation of CLM's communications strategy, with the objective of building awareness of CLM's work, core messages and policy priorities in line with the organisation's strategic objectives. The successful candidate will work closely with staff members across the organisation. A key area of focus, among others, will be on promoting the work of the Centre for Environmental Justice.

## Key Responsibilities of the Communications Officer

- Promotion of CLM's services, including legal advice clinics, mediation and education services across all platforms
- Develop and manage content for CLM's social media platforms
- Assist with producing press releases, articles and other materials for internal and external communication
- Maintain and update CLM's website to ensure it is an easy-to-access repository of information on services, legal information and resources
- Assist with the organisation and running of events
- Manage the design, print and publication of CLM materials, including its annual report
- Monitor media and current affairs, and Oireachtas activity, to identify and maximise opportunities for the organisation to inform the public debate
- Draft a quarterly newsletter to members and volunteers
- Work with the Policy & Communications Manager to develop and maintain relationships with CLM's stakeholders
- Ensure that CLM's communication outputs are consistent, of a high standard, and maintain a strong brand for the organisation.

## Person Specification

### Essential

- Third-level qualification or above in a relevant discipline
- Experience working in a similar role
- Strong communication skills, both verbal and written.
- Experience developing and managing content for social media
- Strong organisational skills with excellent time-keeping capabilities.

- Happy working as part of a team and on own initiative.
- Strong IT capabilities – good MS Office skills
- Ability to produce highly accurate work.

### Desirable

- Interest and experience working in human rights/ environmental/social justice organisation
- Experience developing and running campaigns
- Qualification in digital marketing and social media and/or graphic design
- Proficiency in smartphone video recording and editing
- Experience editing and maintaining a WordPress website

### Application

Please email completed application form and CV, as one document, to Elizabeth Devine, at [edevine@communitylawandmediation.ie](mailto:edevine@communitylawandmediation.ie)

The closing date for receipt of applications is 5pm, Tuesday 2<sup>nd</sup> August.

Interviews will be held on the week commencing Monday 8<sup>th</sup> August.

To view CLM's fair processing notice, please click [here](#).

Community Law & Mediation is an equal opportunities employer.