

Job Description

Communications / Information Officer

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As part of our team expansion we are looking for a professional, smart, dynamic media-savvy individual with experience working in a relevant field. She/ he will preferably have a journalism and / or communications, advocacy/ campaigns background. A degree in Marketing/PR is desirable.

Key Responsibilities

- Working with the Chief Executive developing the organisation's communications profile including: drafting press releases, developing relationships with press and media outlets nationwide, writing for the website and different publications, developing regular newsletters both for print and online.
- Contributing to the development of a communications strategy across all platforms: print, broadcast, web, PR.
- Organising all information requirements, both internal and external
- Contributing to an improved communication-flow across the organisation
- Organise appropriate marketing, communications, PR and promotional activities for all programmes and events nationally and locally where required.
- Developing the website www.nonameclub.ie working with club volunteers and young people to increase and develop the club presence and identifying and liaising with other contributors for articles, blogs etc
- Assisting the Events Committee in the organization of National Events
- Identifying and developing sponsorship / fundraising opportunities for No Name Club to increase its profile and potentially fundraising
- Any other duties as assigned by the Chief Executive

Location: National Office, 32 Main Street, Newbridge, Co Kildare
Post: Full-time for an initial one year contract with a four month probation period
Salary: €24 - €28K

Applicants should send in a covering letter, a CV and three short examples of work relevant to this post, for example: a press release, article, copy for website or campaign materials to:

info@nonameclub.ie or to
HR Department, No Name Club, 32 Main Street, Newbridge, Co Kildare

Electronic applications are preferable and while the greatest care will be taken with all applications, applicants are advised not to send original copies.

Please note short-listing may apply. **Closing Date: Friday 16th July 2010**