



## **JOB DESCRIPTION**

<b>Title:</b>	Communications Executive
<b>Location:</b>	Epilepsy Ireland Head Office, Crumlin, Dublin 12 (post will include occasional travel)
<b>Hours of Work:</b>	35 hours per week
<b>Reporting to:</b>	Advocacy & Communications Manager
<b>Terms:</b>	Permanent post with six-month probation period
<b>Salary:</b>	€23,000 - €25,000

## **About Epilepsy Ireland**

Epilepsy Ireland was established in 1966 and is the national organisation working for people with epilepsy and their families. Our vision is to achieve a society where no person's life is limited by epilepsy. Our work encompasses:

- Information, training and support services for people with epilepsy and their families, delivered from head office in Dublin and 10 regional offices
- Education and training for health professionals
- Raising awareness and improving public understanding of epilepsy
- Advocating on behalf of people with epilepsy
- Funding and supporting epilepsy research

See [epilepsy.ie](http://epilepsy.ie) for more information on the organisation and our activities.

## **Role Summary**

The Communications Executive is a vital new role in our organisation and will be pivotal to our efforts to increase public understanding and awareness of epilepsy and Epilepsy Ireland. Our desired candidate will manage our media volunteer list, pitch stories to media, contribute to our flagship awareness days such as International Epilepsy Day and Purple Day and work within the organisation to ensure that all aspects of Epilepsy Ireland's work is being effectively communicated across media, our website and social media channels. An interest in people and storytelling is vital to this position alongside an energetic and self-starter attitude.



## **Role Requirements**

### ***Minimum***

- A 3<sup>rd</sup> Level Degree – preferably in the communications field (Journalism, PR, Marketing etc.)
- A strong awareness of epilepsy and disability
- Understanding of all social media channels including but not limited to TikTok, Instagram, LinkedIn, Twitter & Facebook
- Excellent written and verbal communication skills
- Experience of website and social media management
- Experience of traditional and digital marketing tactics
- Excellent co-ordination, project management and administration skills
- Flexibility and adaptability and to be able to learn and work as part of a wider team
- A keen attention to detail and excellent copy writing skills in reviewing outbound communications with various stakeholders

### ***Preferable***

- An understanding of the non-profit sector
- An active interest in the media and current affairs
- Knowledge of the Irish Political system and social policy
- Full clean driving license

## **Responsibilities**

- Managing, creating, and proposing content for Epilepsy Ireland's website & social media channels.
- Producing and creating content for our annual publications, quarterly member newsletters and monthly E-zines
- Supporting our media volunteers in telling their stories to both traditional and social media
- Identifying prospective new media volunteers and growing the media volunteer list
- Maintaining and updating our website – [www.epilepsy.ie](http://www.epilepsy.ie)
- Analysing and reporting on content performance on both website and social media
- Managing queries from the media & public on the work and aims of Epilepsy Ireland
- Assist with the organising and promotion of Epilepsy Ireland events
- Monitoring traditional media and identifying opportunities to communicate the work of Epilepsy Ireland
- Assisting with and pitching communications campaigns around International Epilepsy Day, Purple Day and National Epilepsy Week etc.
- Supporting the Fundraising and Services teams to effectively communicate the role of Epilepsy Ireland in communities across Ireland
- To carry out other reasonable duties as directed by manager

249 Crumlin Road, Dublin 12

Tel (01) 4557500 | Email: [info@epilepsy.ie](mailto:info@epilepsy.ie) | Web: [www.epilepsy.ie](http://www.epilepsy.ie)



*The above is a guide to the nature of the work required. It is not wholly comprehensive or restrictive. This job description will be reviewed in line with the organisation's needs.*

#### **General Responsibilities**

- To demonstrate a commitment to the work of Epilepsy Ireland and to carry out the work of the organisation in an efficient and effective manner
- To uphold the reputation of the organisation and represent Epilepsy Ireland in a professional manner
- To be familiar with and adhere to the Epilepsy Ireland's policies and procedures
- To carry out other administrative duties as required
- To participate in Epilepsy Ireland's performance management system and engage in regular supervision and appraisal
- To participate in relevant training and development courses as agreed with your manager
- To be vigilant to any Health, Safety and Welfare risks in the workplace and bring any concerns to the attention to the Health & Safety Officer

#### **Applications**

Please send your Curriculum Vitae with a covering letter explaining why you wish to apply for the position and highlighting your relevant skills and experience to Cathy Powell at [recruitment@epilepsy.ie](mailto:recruitment@epilepsy.ie)

Please use the reference 'Communications Executive' when applying.

The closing date and time for receipt of applications is **5pm on 10<sup>th</sup> September.**

Initial shortlisting will be on the basis of the information contained in the CV and covering letter.

It is anticipated that the first interviews will be in mid-September via zoom. The first interview may reduce the initial short list and remaining candidates may be invited for a second interview.

The role will be subject to Garda vetting and reference checks.

Epilepsy Ireland is an equal opportunities employer.

Canvassing will disqualify.