



JOB DETAILS

Title:	Media and Communications Manager
Duration:	Fixed-term contract, 2 years subject to continued funding
Salary:	€45,000 to €50,000 ¹
Reporting to:	Head of Communications
Location:	Hybrid, office location in Dublin 2

BACKGROUND INFORMATION

The Irish Red Cross Society (IRC) is part of the world's largest independent humanitarian network, the International Red Cross and Red Crescent Movement. The IRC is committed to and bound by, its Fundamental Principles of Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality. The vision of the Irish Red Cross is to be a leading humanitarian organisation, providing impartial services and support to vulnerable communities both at home and abroad. Our mission is to identify and deliver humanitarian assistance to those who are most in need.

SUMMARY OF ROLE

We are looking for an experienced Media & Communications Manager to support the Head of Communications. This is a key role within a small team, where you will be responsible for press office, media relations, and driving integrated communications campaigns across media and other channels to engage target audiences. You will have excellent writing skills, a keen eye for detail, experience engaging with senior stakeholders, a creative flair and be well organised. You will be capable of working on your own initiative, as well as being part of a team and you will enjoy working in fast-paced environment.

¹ This role is assigned to the Job Family of: Programme Managers. The Irish Red Cross has 6 Job Families: Secretary General; Senior Manager; Programme/Project Manager; Coordinator; Development & Admin; Administration.



ROLE RESPONSIBILITIES

- Support the Head of Communications to position and promote the brand to build awareness and deepen understanding of the work of the Irish Red Cross, with a special focus on the work in Ireland.
- Develop and maintain strong relationships with key media contacts, and actively contribute to provide a 24/7 press office service.
- Liaise with senior leaders and subject matter experts to manage media queries and respond appropriately in a timely way.
- Support colleagues and volunteers to participate in media interviews on a variety of issues and topics.
- Write and issue press releases, briefings and statements.
- Responsible for a messaging document to guide all external communications and digital content. Keep up to date with issues and opportunities that impact the organisation to provide media advice to colleagues and stakeholders.
- Develop and implement strategic integrated communications campaigns on a range of topics, working closely with the Head of Communications, senior leaders and teams across Fundraising, Digital, Advocacy and Services (International & National).
- Event management including launches, photocalls, photoshoots and in-person media interviews.
- Responsible for monitoring media coverage across all platforms, analysing and reporting.
- Sourcing, writing and editing of stories to help communicate the work of the Irish Red Cross.
- Work actively towards the achievement of the Irish Red Cross goals.
- Undertake training and development as required
- Abide by and uphold the Principles of the International Red Cross Red Crescent Movement.
- Undertake any other reasonable work-related duties and responsibilities assigned by the relevant line manager that are consistent with the nature of the job and level of responsibility to support the day-to-day activity of the Communications team.



ROLE REQUIREMENTS

Essential Criteria

- Strong understanding of corporate communications, strategies and tactics and a proven ability to deliver results in a fast-paced environment.
- Minimum three years of experience in a communications/public relations role.
- Third-level qualification in PR or Communications or equivalent.
- Excellent written and verbal communication skills, good editorial skills.
- Excellent organisational skills, a self-starter with the ability to work under pressure and to short deadlines.
- Digital proficiency - good working knowledge of digital and social media, and all applications relating to communications.
- Manage budgets, timelines, and project deliverables to ensure successful outcomes.

Desirable Criteria

- Previous experience in a PR agency environment.
- Established media relationships.
- Creative thinking, problem-solving skills and attention to detail.
- A team player and contributor, collaborative in a positive team environment and able to inspire and support colleagues.

FURTHER INFORMATION

The Irish Red Cross offers the following benefits in addition to salary

- A 5% employers' contribution to a company contributory pension scheme
- Closure of the office on Good Friday, plus two additional 'privilege days' to be used at Easter and Christmas respectively.
- Death in Service benefit of four times salary
- Flexible working hours, including opportunities for hybrid working.
- Further education, training and learning supports
- Professional subscriptions (as applicable)
- Travel (bike-to-work schemes/tax saver commuter tickets)



Crois Dhearg na hÉireann
Irish Red Cross

The Irish Red Cross is an equal opportunities employer. We value diversity and aspire to reflect this in our workforce. We welcome applications for people from all sections of the community, irrespective of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community. This role requires applicants to have the right to work in Ireland.

APPLICATION PROCESS

To apply for this role, please forward a copy of your CV, together with a cover letter setting out how you meet the essential and desirable criteria for this role to:

jobs@redcross.ie

Your email should contain **Media & Communications Manager** in the subject line.

Applications should be in .pdf or MS Word format, and with file names in the following format: **<Surname>, <First name> - CV and <Surname>, <First name> - Cover Letter**

The closing date for applications is 20 March 2025.

Shortlisting for interview will be on the basis of the essential and desirable criteria for this role.

It is intended to hold initial interviews for this role on 9 April 2025.

Please note that there may be a second round of interviews.