

Scouting Ireland,
National Office,
Larch Hill,
Dublin 16,
Ireland.

T: 01 4956300
www.scouts.ie

Job Title: Communications Officer

Company: Scouting Ireland

Location: This is a hybrid role, with occasional travel required. Candidates must have a full driving licence and their own car.

Job Type: Full-time, Maternity Cover

Scouting Ireland seeks a motivated and talented individual to join our team as a Communications Officer. This position will initially provide maternity leave cover, with the view, subject to funding to transition to a permanent role. As the largest youth organisation in Ireland, Scouting Ireland is dedicated to the personal development of young people through outdoor activities, skills training, and community involvement. We are looking for a skilled communicator who can assist us in effectively conveying our mission and activities to a wide range of stakeholders.

Key Responsibilities:

- **Content Creation:** Assist in the creation and development of engaging and informative content for various communication channels, including websites, social media platforms, newsletters, and press releases. This includes writing, editing, proofreading, and formatting content as needed.
- **Social Media Management:** Manage Scouting Ireland's social media presence, including creating and scheduling posts, monitoring engagement, and responding to comments and messages in a timely manner. Stay up to date with social media trends and implement strategies to increase visibility and reach.
- **Website Maintenance:** Collaborate with the communications team to update and maintain Scouting Ireland's website. This includes uploading content, ensuring accurate information, optimising user experience, and assisting with troubleshooting and technical issues.
- **Graphic Design:** Create visually appealing graphics and visuals to support various communication initiatives, such as infographics, banners, flyers, and social media assets. Collaborate with the design team to maintain brand consistency across all materials.
- **Event Support:** Provide communications support during Scouting Ireland events, including capturing photos and videos, live-tweeting, and generating content for post-event promotion.
- **Internal Communications:** Assist in internal communication efforts by helping to draft and distribute newsletters, announcements, and other materials to keep staff, volunteers, and members informed about Scouting Ireland's activities and initiatives.

Requirements:

- Third-level communications, marketing, journalism, or a related field qualification.
- Strong written and verbal communication skills, with exceptional attention to detail.
- Proficiency in digital communication tools and platforms, including social media management tools, content management systems, and email marketing software.
- Knowledge of graphic design software (e.g., Adobe Creative Suite) and basic design principles.
- Familiarity with media relations practices and experience in drafting press releases and media materials.
- Excellent organisational skills and the ability to prioritise tasks and meet deadlines.
- A creative mindset and the ability to generate innovative ideas for communication initiatives.
- Familiarity with the scouting movement and its values is a plus.
- A passion for working with young people and promoting youth development.

Joining Scouting Ireland as a Communications Officer offers a unique opportunity to contribute to the growth and impact of a dynamic youth organisation. If you are a dedicated and enthusiastic communicator with a passion for making a difference in the lives of young people, we invite you to apply for this exciting position.