



## **ROLE: RCNI Communications Manager**

### **As Communications Manager you will:**

- Coordinate RCNI network Communications
- Coordinate external communications
- Coordinate events
- Support and coordinate RCNI advocacy
- Manage and develop the RCNI brand
- Coordinate RCNI materials for publication
- Draft, edit and layout communications and publications as appropriate
- Develop and maintain a range of communications and information channels
- Work within Rape Crisis Network Ireland (RCNI) team
- Work with wider stakeholders and represent the RCNI as appropriate
- Coordinate with external communications contractors.

### **All Staff Practice will:**

- Embody RCNI values and principles, demonstrating integrity and fairness
- Ensure compliance with RCNI systems and protocols
- Promote RCNI strategic objectives, meeting annual work plan
- Respond to current, and anticipated future, needs of sexual violence survivors
- Engage the wider professional and non-professional community
- Work from a feminist, survivor-led analysis of Sexual Violence.

## **RCNI**

The Communications Manager will work to RCNI's vision and mission towards an Ireland where we live free of sexual violence through being an innovative and supportive specialist within a movement to end sexual violence.

You will join a dynamic, impactful team, working reflectively and proactively with a sector, survivors, professionals and government at multiple levels towards evidencing and innovating into solutions and capacity building.

We are a learning organisation, striving for excellence, investing in building expertise, enriching the feminist analysis of power and violence, encompassing diversity, and employing human rights tools.



We work from the principle of empowerment in a trauma informed way, where we believe survivors are the experts in their own lives and where their agency is acknowledged, choices enabled and dignity respected. We work flexibly and collaboratively, prioritising outcomes.

RCNI works from feminist principles of equality, empowerment and diversity. Our work practice is hybrid and flexible, valuing staff members' context within the requirements of the organisation and the role.

### **Duties and Responsibilities**

- Supporting RCNI internal and external regular communications, such as the development, publication and distribution of material including our internal circulars, annual and other Reports and National sexual violence Statistics,
- To maintain, update and renew the RCNI website,
- Assisting with the development and implementation of public awareness projects,
- Drafting, collating and editing a variety of written materials including press releases, opinion pieces and social media updates,
- Coordinating events such as webinars, roundtables and media events,
- Supporting RCNI advocacy activity,
- Working with the team to maintain effective internal communications and information systems
- Dealing directly with members of the media promoting RCNI activity and messages,
- Responding to general enquiries for information from stakeholders and the public,
- Acting as RCNI representative on advisory bodies and secretariat for RCNI working groups as relevant, including communications, logistics and productions of records and materials as appropriate,
- To undertake other tasks and responsibilities as may be reasonably required.

### **Supporting the specialist SV response**

#### **General:**

- Adherence to requirements of relevant legislation and internal policy procedures. (e.g., GDPR, Complaints Policy)
- Attend regular team meetings and team sessions as per RCNI hybrid working practice
- Participation in supervision and support sessions and attend training
- Maintain a working knowledge of significant developments and trends in sexual violence matters in public discourse, Government policy and the not-for-profit sector to support RCNI work.
- Collaborate with all stakeholders (statutory, non-statutory agencies, other groups, and organisations) and build relationships to promote positive partnerships which address policy and practice barrier issues for RCNI.



- Represent RCNI with external agencies/parties in accordance with RCNI ethos, in a professional and ethical manner, and in line with the RCNI strategic vision, mission, and values.
- To carry out other duties consistent with the post as may be required.

#### **Key Competencies:**

- Ability to work effectively as part of a team
- Excellent writing skills
- A successful track record in building relationships
- Ability to deliver consistent, high quality outputs
- Capacity to manage messaging and brand across an organisation's range of outputs
- Experience in website management
- A good understanding of the NGO sector and advocacy, preferably in sexual violence or adjacent subject area
- Understanding of SV and DSGBV
- Understanding of a feminist analysis of sexual violence
- Proficient in the use of Microsoft Office packages including SharePoint and Microsoft Teams.

#### **Qualifications & Experience:**

- Third level qualification in communications or related field or equivalent experience
- Experience in drafting material suitable for a variety of audiences
- Experience in website and other platform management
- Experience in social media management
- Experience in advocacy, directly or in support role
- Experience in event management online and offline.

#### **Other Requirements:**

- Work flexibly as required, with occasional out-of-hours work and travel.