

Irish Network Against Racism - INAR  
Invites applications for the position of:

## **Network and Communications Officer**

INAR is a national network organisation of over 160 civil society organisations working together to combat racism at a local, national and European level. INAR is recruiting a Network and Communications Officer to support the development of its network, and to communicate its anti racism message to INAR members and to wider society.

The Network and Communications Officer will be responsible for developing INAR's communications strategy, and to provide logistical support for the needs of Network members, including the coordination of network meetings.

**The Network and Communications Officer will:**

- **Coordinate and support the efficient running of Network meetings. Tasks include: Organising meetings, regular communication with members, taking the minutes, ensuring all network members receive relevant documents before meetings, follow up on actions agreed at meetings.**
- **Maintain cordial and professional relationships with Network members, key stakeholders and members of the public.**
- **To support the Policy Officer to communicate the shadow National Action Plan Against Racism (NAPAR) consultation process.**
- **Oversee the development, design and publication of communication and advocacy resources. To update network and campaigning resources, including the website.**
- **Support and resource the functioning of network working groups, eg: the Accommodation Working Group, Media Working Group etc.**
- **Provide communications support to the Director and the Rights and Development Officer to deepen network development, increase the capacity of network members, and build a culture of reporting and responding to racist incidents, including via the promotion of iReport.ie.**
- **To develop, oversee and implement media, social media and electronic communications strategies, by agreement with the Director.**
- **Liaise with multiple stakeholders to ensure effective monitoring of social media platforms adherence to the code of conduct on hate content.**
- **Undertake tasks as delegated by the Director in the furtherance of the core objectives of INAR, including sharing office-based administrative tasks and dealing with enquiries from the public.**

## To be considered for the role, you will need to be someone who:

### Essential :

- Has an ability to communicate content clearly and succinctly in English.
- Has qualifications in communications and social media or a related area, or demonstrable skills in communications and social media account management.
- Has a demonstrable ability to develop & manage an online communications strategy.
- Is an excellent team player with an ability to self manage and work flexibly.
- Has a demonstrable commitment to the principles of anti racism, social justice and equality, affected community leadership, solidarity and related principles and values.
- has knowledge of, and affinity with, the issues facing Minority Ethnic communities.

### Desirable:

- Demonstrable ability to manage websites, using Wordpress & related tools.
- Demonstrable knowledge of the media, political and social landscape in Ireland.
- Has an ability to use Divi and other website building packages.
- Has excellent english language copywriting and copy editing skills
- Has an ability to develop video and other content for sharing on social media
- Has experience of working with Ethnic Minority communities & the issues they face
- Has first hand experience working in print and broadcast media.
- Has an ability to speak a number of languages.
- Experience of developing and working in a variety of partnerships and networks.

INAR is committed to fostering an inclusive and collaborative work environment that values all identities, perspectives and experiences, and provides opportunities for learning and growth. We especially welcome applications from people from all ethnic minority and migrant backgrounds, from women, nonbinary, LGBTQI+ and other working class backgrounds, and people from other traditionally marginalised backgrounds.

**Salary range:** Full time equivalent of €39,000 - €42,000 PA, depending on experience.

This is a part-time position 4 days a week, on an initial fixed-term contract for 1 year (to Nov 2022) with a 6 month probation period.

**Place of work:** INAR office in Dublin 1, with occasional travel, as appropriate to the role.

(In line with public health advice, remote working is currently in operation.)

This role requires applicants to have the right to work in the Republic of Ireland.

Post holder reports to: the Director at INAR.

**Closing date for receipt of completed application forms is 12 Noon, Monday, 15 November 2021.** Please upload a CV, and fill out the Application Form **online** at:

<https://inar.ie/vacancies/> or at

<https://forms.gle/hjW3o3etqqN4KwtH6>

Applicants will be shortlisted for interview based only on the information supplied in the CV and Application Form and on the requirements of the post. Shortlisted applicants will be invited to interview in the week of 22th-26th November. We hope to be able to announce a successful candidate by 29th November 2021.