



**Churches
in Ireland**
Connecting
in Christ

**Irish Council
of Churches**

JOB DESCRIPTION

Job Title	Communications and Administration Assistant (Part-time, 22.5 hours a week, working Monday, Tuesday and Thursday)
Location	Based at the Inter Church Centre, 48 Elmwood Avenue, Belfast, and required to travel throughout the island of Ireland for meetings and events
Responsible to	General Secretary
Main function of job	To provide effective communications and administrative support to all aspects of the organisation
Expected start	June 2018
Interviews	23 April 2018

Background

We seek to develop and provide a voice for Ireland's churches to connect through a common belief in Christ. Our vision is to be a benchmark of unity in Christ for churches and communities globally. We run a wide variety of events and meetings to engage with people and partners from across the churches and throughout the whole island of Ireland. We seek an enthusiastic, charismatic individual to set our values of integrity, trust and respect at the heart of our communications.

Our members are the fourteen main Christian Churches in Ireland. We are one of the longest serving, established national ecumenical bodies in the world and have a proud track record of addressing issues of justice, peace and integration as well as facilitating collaboration on key contemporary priorities. We organise the Irish Inter-Church Meeting, which brings together representatives of the Irish Council of Churches and the Irish Catholic Bishops' Conference.

You will have a key role in communications, strongly promoting our work through your written words, use of digital media, social networking and through our forums and meetings. Together with our part-time Finance and Administration Assistant you will share the administration of the organisation, ensuring the office is covered at all times, often being the first point of contact for our members, partners and the general public. You will ensure the smooth running of all of our day to day activities. You will be a vital member of a small team providing key support to the General Secretary in our Belfast headquarters and communications support to our Programme Officer, based in Dublin.

1. Communications

- Creating, adapting and sourcing material to keep our website constantly up to date
- Developing our social media presence
- Researching and writing press releases and articles, as required
- Liaising with partner church press officers on shared media releases
- Writing and adapting reports for public distribution as necessary
- Sub editing and proof reading all productions
- Communications and PR support for conferences, seminars and meetings
- Developing and maintaining a database of images, designs and illustrations
- Liaising with service providers, designers and printers on outsourced projects

**Irish Council of Churches
Irish Inter-Church Meeting**

48 Elmwood Avenue
Belfast BT9 6AZ
T : +44 (0) 28 9066 3145
E : info@churchesinireland.com
www.churchesinireland.com

2. General administrative duties

Along with our part-time Finance and Administration Assistant you will

- Provide administrative and logistical support to the General Secretary and team.
- Convene and service meetings including timetabling, minute taking, distribution of papers and reports for meetings
- Provide general reception services including hospitality, office mail, telephones and dealing with enquiries
- Routine liaising with member churches and partner organisations
- Arrangements and logistical support for conferences, seminars and meetings
- Administrative support to ensure smooth running of forums and working groups
- Being in sole charge of the office at times

3. Other duties

- Work to agreed priorities and tasks with the General Secretary
- Other tasks as necessitated by the duties of the position and the flexible demands of the organisation
- Willing and able to work occasionally outside of office hours and travel to meetings in the Republic of Ireland
- Understand and work within the ethos and values of the ICC, acting in a professional and ethical way at all times when representing the organisation.



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PERSONNEL SPECIFICATION

Job Title	Communications and Administration Assistant (Part-time, 22.5 hours a week, working Monday, Tuesday and Thursday)
Salary Scale	£11,599 - £13,412 (Based on £19,332 - £22,354 FTE)
Responsible to	General Secretary
Main function of job	To provide effective communications and administrative support to all aspects of the organisation
Expected start	June 2018
Interviews	23 April 2018

Criteria

1. Qualifications and Knowledge

Essential

- A degree in a relevant discipline (e.g. Communications, Media, PR, Journalism, Humanities). A degree in another field with relevant professional experience in a communications related environment may be considered.
- Excellent computer skills in Macintosh or Microsoft platforms
- Excellent knowledge of Microsoft Word and Excel or Apple Pages and Numbers
- A knowledge of the ethos, culture and practice of at least one of our member churches

Desirable

- Experience in strategic planning of communications through a variety of media
- Knowledge of editorial use of photography and images
- Practical knowledge of professional design and multimedia software packages for example InDesign, Photoshop, Illustrator or equivalent

2. Relevant Experience

Essential

- Experience of maintaining and developing content for websites
- Experience of using social media to promote events
- Experience of adapting written content for a specific audience
- Experience of working independently

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Desirable

- Experience of writing articles or press releases for news or media
- Previous professional experience in an administration or communications role
- Experience of proof reading and sub-editing content
- Experience of the voluntary, church or charity sector
- Experience of taking minutes
- Experience in event planning/management
- Experience of reception duties and dealing with complex enquiries

3. Personal Attributes

Essential

- Exceptional writing and communication skills
- Ability to relate to a wide cross section of people
- Good organisational and collaborative skills
- Proven ability to meet deadlines while working under pressure
- Reliability and integrity
- Openness to new ideas and to learning new skills
- Willingness to perform additional tasks as required on occasions

4. Physical Requirement

Essential

- Health – such as to allow for attendance reliability and work proficiency (reasonable adjustments will be made for those with a disability)

5. Special Requirements

Essential

- Evidence an understanding of and commitment to working within the Christian inter-church ethos of the Irish Council of Churches
- Willing and able to work occasionally outside of office hours and travel to meetings in the Republic of Ireland