**Communications and Development Officer**

The Irish Family Planning Association (IFPA) is recruiting a Communications and Development Officer.

**Purpose**

The IFPA Communications and Development Officer works closely with other members of the IFPA Advocacy Team to develop and implement IFPA communications strategy, in line with the IFPA Strategic Plan.

S/he is responsible for planning, development and delivery of IFPA internal and external communications, including website and other social media, IFPA publications, and IFPA engagement with print and broadcast media.

**Personal Specification**

* Excellent spoken and written English: ability to express ideas and concepts clearly and concisely in written and oral form; specific skills in writing press releases and understanding of traditional and electronic media.
* Experience of developing and implementing strategies to influence public opinion through the media.
* Demonstrated skill in development of information and education materials, proof-editing documentation and publications, and developing content for the web.
* Knowledge and understanding of, and commitment to, sexual and reproductive health and rights in Ireland.
* Strong teamwork skills.
* Ability to work on own initiative, prioritise tasks, and to work to tight deadlines.

**Applications**

Applications will be assessed on this basis of an application form and a cover letter; CVs will be disregarded if submitted. Applicants should send the completed application form and letter to angela.hughes@ifpa.ie with the subject line: Communications and Development Officer Application). Applications must be received by Wednesday 15th March 2017.

Further information about the work of the IFPA and a full job description is available on www.ifpa.ie