

ROLE PROFILE

JOB TITLE:	Media and Publications Officer	REPORTING TO:	Head of Communications and Events
TEAM:	Communications and Events	DATE LAST REVISED:	September 2024
LOCATION:	Dublin	CONTRACT TYPE:	Permanent
WEEKLY HOURS:	35, Monday to Friday	SALARY:	Scale 6

Principal Objective of the Team and Role

Team Purpose: The purpose of the Communications and Events Team is to provide support to human rights defenders at risk (HRDs) by giving them and their work more visibility – by raising their profile online and in external media as well as by organising events. The team works together with HRDs on publications, developing media capacity and connections, producing communications materials, organising the [Front Line Defenders Award](#) and [Dublin Platform](#) and providing individual support and advice. The Communications and Events team is also responsible for developing and implementing the multilingual communications strategy for Front Line Defenders, including managing the organisation’s website and social media, research reports and other publications, videos, podcasts and media outreach.

Role Purpose: As a vital part of the Communications and Events team, this new role will support on all aspects of Front Line Defenders’ media relations and publications. In collaboration with the wider team and colleagues around the organisation, you will develop creative and engaging written communications products to enhance the visibility of HRDs and the issues facing them, as well as to promote Front Line Defenders’ events and other key initiatives.

Responsibilities:

- Assist the Head of Communications and Events to develop and implement media strategies, in collaboration with colleagues across the organisation; develop and distribute planned media products and engage in media outreach.
- Draft and edit high-quality and engaging content about Front Line Defenders’ work, ensuring that all outputs are produced to deadline and internally approved before publication. This may include, among others, press releases, op-eds, and content for publication on the organisation’s website.
- Work with colleagues to establish and maintain a consistent and coherent house style.
- In coordination with Front Line Defenders’ Protection Team, proofread Urgent Actions

- and statements published on the organisation’s website, ensuring quality control and adherence to house style.
- Assist with uploading HRD profiles, statements, Urgent Appeals and other content updates to the website.
 - Help to coordinate the organisation’s proactive media relations, securing media coverage in relevant outlets at the national, regional and international levels.
 - Handle reactive media relations by fielding queries from journalists and preparing appropriate responses, under the supervision of the Head of Communications and Events.
 - Monitor social media and other digital spaces for relevant conversations related to Front Line Defenders’ work and the protection of HRDs.
 - Maintain Front Line Defenders’ media contact lists, monitor and evaluate media coverage of the organisation’s work and initiatives, and produce regular media reports to inform Monitoring, Evaluation and Learning.
 - Work with relevant colleagues across the organisation to coordinate the production of Front Line Defenders’ publications; liaise with external designers, illustrators and translators to ensure smooth workflows and successful delivery of publications on deadline.

This job description is intended as a summary of the primary responsibilities of and qualifications for this role. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform based on requirements either now or in the future.

Reporting Structure (number of team members supervised in this job):	
Directly: None	Indirectly: None
Key Relationships (please specify contacts):	
Internal: Communications and Events team, Protection team, Global Advocacy team	External: Journalists, designers, printers, translators etc.

Salary
<p>Salary scale: €37,430 to €52,582</p> <p>Placement on the scale will be commensurate with experience and qualifications</p> <p>Benefits include:</p>

26 days of annual leave per year, pension scheme, contribution to private health insurance, life assurance, income protection scheme, employee assistance programme, employee well-being initiative.

Person Specification (the minimum qualifications needed to perform the essential functions of the job such as qualifications, skills and experience of doing the key elements of the role).

Knowledge and Skills:

Essential:

The successful candidate will have:

- Good oral and excellent written communication skills in English.
- Computer literacy and good analytical skills.
- A solid understanding of the media landscape and keen news sense – an ability to identify story angles and capitalise on news hooks.
- Ability to work independently and as a member of a team.
- Flexibility, good interpersonal skills, and good stress management skills.
- An ability to multitask and prioritise is a must.

Highly desirable:

- Some background knowledge of the human rights field, international human rights law, and the UN and EU systems.
- Technical design skills, especially experience working with Canva and the Adobe suite of software.
- Previous experience using a content management system (CMS) for a website.
- Fluency or working knowledge of at least one other language relevant to Front Line Defenders' work (e.g. Arabic, Chinese, French, Russian or Spanish).

Experience:

Essential:

- A Bachelors' degree or higher in communications, journalism, international relations or a related field,
- At least three years of relevant work experience – ideally in journalism or in a communications role at a human rights or humanitarian organisation.

Highly desirable:

- Experience coordinating workflows for publications.

Front Line Defenders Values:
<p>1. Working with HRDs:</p> <ul style="list-style-type: none"> • Commitment to our Work • Responsiveness to HRDs • Decision Making & Problem Solving • Exercising Good Judgement • Listening • Results Focussed • Perseverance
<p>2. Developing Myself:</p> <ul style="list-style-type: none"> • Self-Awareness • Adapting to Change • Proactive Learning • Managing My Well-being
<p>3. Working With Colleagues:</p> <ul style="list-style-type: none"> • Respect for the Individual • Building Trust • Collaborative Working • Communication With Each Other
<p>4. Leadership:</p> <ul style="list-style-type: none"> • Strategic Thinking • Engaging With People • Stewardship of Resources

Selection and Appointment:
<ul style="list-style-type: none"> • To apply, candidates need to submit a copy of their application - CV and cover letter - via the 'Apply now' button on Front Line Defenders recruitment page; • Cover letters should be addressed to Conor Fortune, Head of Communications and Events; • Only shortlisted candidates will be invited to attend for interview; • It is anticipated interviews will be held during early November 2024; • The appointment is expected to be effective from December 2024; • Closing date; midnight (local Irish time) on Thursday, 31 October 2024 as per FLD vacancies page: https://www.frontlinedefenders.org/en/recruitment-volunteering

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