



Shine Communications and Fundraising Officer

Job title:	Communications and Fundraising Officer
Reporting to:	Communications and Fundraising Lead
Salary:	€28,749-€35,338 per annum pro rata, depending on experience
Contract type:	Part-time, three-year contract
Location:	Shine's head office in Maynooth with flexibility for some remote working

About Shine

Shine is a national organisation providing information and support for people affected by mental health difficulties. We aim to empower people with mental health difficulties and their families through support, information and education. We also advocate for social change by promoting and defending the rights of all those affected by mental health difficulties to equal support and quality services.

Purpose of role:

- The Communications and Fundraising Officer will support the work of the Communications and Fundraising Lead, in the day-to-day delivery of a wide range of communications and fundraising activities.
- The successful candidate will work across multiple tasks online and offline, to raise awareness of Shine, preparing and designing promotional materials. The candidate will have knowledge of and relevant experience using social media and digital marketing tools.
- The candidate will support the Communications and Fundraising Lead to deliver effective fundraising campaigns; develop fundraising leads; communicate regularly with all stakeholders and provide the necessary administration to support these activities.

Duties and responsibilities:

- Support Communications and Fundraising Lead in the development and implementation of communications and fundraising strategies across Shine.
- Provide administrative and other support to all event management, media, public awareness work and fundraising campaigns.
- Have responsibility for all administrative aspects of the department including support to the Communications and Fundraising Lead, including organising meetings, creating presentations and other documents, mail outs, etc.

- Assist with the delivery of local and national public awareness campaigns.
- Assist in the promotion of Shine online via the website, newsletter and social media platforms.
- Assist with organising events and fundraising campaigns as and when required.
- Deal with general queries for both communications and fundraising and liaise internally on resolution of same.
- Maintain accurate records of all requests for information.
- Participate in organisation meetings, events and working groups.
- Carry out all other duties as required, commensurate with the responsibility of the post

Person specification

- Excellent communications, presentation and writing skills.
- Experience of digital marketing campaigns.
- Be well-organised with excellent attention to detail.
- Experience of using Salesforce CRM.

Qualifications and requirements

- Third level qualification in Communications, Journalism, Media Studies or equivalent.
- A minimum of 2-3 years working in the area of communications, fundraising or administration role.
- A strong interest in mental health and communications.

Shine benefits include:

- Support and supervision provided by your line manager on a regular basis.
- Training and ongoing professional development.
- Flexible working hours.
- Access to Employee Assistance Programme.
- 24 days annual leave per annum (pro rata for part time employees) plus one wellbeing day per annum.
- Bike to work scheme.
- Paid maternity and paternity leave.

APPLICATION PROCESS

Application is by official Shine Application form ONLY. CV's will not be accepted. Send your completed Application Form in Microsoft Word or PDF format to recruit@shine.ie.

Application Deadline: 12 noon on Monday 31st January 2022

Conditions of Appointment:

All offers of posts are subject to completion of HSE Land Children First E-learning programme prior to commencement of employment.

NOTE: Due to the anticipated large number of applicants, we will not be able to reply to unsuccessful candidates. We thank you for your interest and appreciate the time and effort you have taken to apply for the post on offer.