

## Job Vacancy

### Support and Communications Officer

#### Part Time 2 days a week (14.5 hours)

Salary: Up to €29,000 (€11,600 pro rata) depending on experience + 6% pension contribution

Location: Dublin

Benefits:

- 6% employer pension contribution
- 24.5 days pro rata annual leave plus statutory bank holidays
- Employee assistance programme in place with free access to confidential, professional legal and health advice
- Home working: where appropriate staff can split time between the office and home as agreed with their line manager
- Cycle to work scheme

Meningitis Research Foundation: We are a leading Irish, UK and international charity that aims to improve the prevention, diagnosis and treatment of meningitis and septicaemia. It is an exciting time for the charity as we expand our reach and impact to meeting the challenges of meningitis and septicaemia wherever they exist in the world.

The candidate: The successful candidate will offer ongoing support to individuals and families who have experienced meningitis and septicaemia. You should be able to demonstrate empathy and experience of handling sensitive content with tact and care. Ideally someone with knowledge in communications to support and promote compelling awareness campaigns in order to influence opinion and decision makers.

The application process: The closing date for completed applications by email is 9am 11<sup>th</sup> February 2019. Interviews will be held on 13<sup>th</sup> February 2019, please be prepared to attend on this date if shortlisted for interview. If you have any questions or would like to discuss the role further please contact Diane McConnell, [Dianem@meningitis.org](mailto:Dianem@meningitis.org).

Following receipt of satisfactory references the successful candidate will be able to start work as soon as possible after receiving their offer of employment.

Please return application and equal opportunities forms via e-mail to [laurah@meningitis.org](mailto:laurah@meningitis.org). Please be advised that CVs alone will not be considered.

MRF is committed to safeguarding, any advertised role will require references and confirmation of your identity will be undertaken. Specific roles will state if there is a requirement for further checks.

## About Meningitis Research Foundation

Meningitis Research Foundation is a leading Irish, UK and international charity working to defeat meningitis wherever it exists.

Meningitis and sepsis are together the second biggest infectious killer of children under the age of 5 globally. It strikes quickly and can affect anyone of any age. We are driven by the call of people who have experienced the devastating effects in their lives. Their demand is simple and powerful - to ensure "no other family has to go through what we have".

Our vision is of a world free from meningitis and septicaemia. A world where effective vaccinations can protect everyone. A world where people who do get the diseases get the most effective diagnosis and treatments possible. A world where people affected and their families have the best support and information.

To achieve this we bring together people and expertise, linking patient experience, research, policy and practice. We do this by supporting research into effective vaccines, diagnostics and treatments. We share results of the research with the public, health care professionals and research networks to raise awareness of what they can do to increase personal, family and community protection, optimise treatments and strengthen health systems.

We provide direct support to people and families affected. We believe that working in partnership the knowledge, experience, skills and finance available from the private sector are essential to achieving long term and sustainable impacts. We fundraise, inform and educate.

Over nearly 30 years we have played an instrumental role in helping to reduce death and disability from meningitis and septicaemia wherever it exists. To achieve this our incredible supporters have enabled us to fund research in the UK, Europe, North and South America, Sub-Saharan Africa, and Australasia.

With a drive to continue ongoing work in Ireland and the UK whilst growing our international presence significantly, we are about to embark on a new phase of development for the charity. We believe there has never been a more exciting time to join our 40 strong team at offices in Bristol, Edinburgh, Belfast and Dublin.

We value imagination, effectiveness and productivity in our work and provide an encouraging environment for enthusiastic, dedicated professionals to grow. We reward with good working conditions, competitive salaries and terms and conditions, respect and equal opportunities

## Job Description – Support and Communications Officer

### Context

This is a new and exciting opportunity for the right candidate to work together with the charity's established communication and support teams. Historically Ireland has had the highest case rates of meningitis in Europe, we provide support to those who have been affected and raise awareness of the disease.

### Purpose

Ensuring individuals and families affected by meningitis and septicaemia have the support, guidance and information they need. Raising the public profile of MRF with families, the community, media and key stakeholders.

### Reports to

Regional Director

### Responsibilities

#### Key tasks

- Ensure an effective initial response to incidents of the disease, working with the Bristol office to provide information to the public, appropriate liaison with public health experts and the media
- Work with the colleagues to support individuals and families affected by listening, providing guidance, information and also by signposting them to additional information and services available
- Act as a point of contact in Ireland for communication with policy and health officials to promote good practice in the management of meningitis and septicaemia
- Proactively make contact and engage with individuals, schools and companies in response to media reports of cases of meningitis and septicaemia
- Work with the MRF communications team based in Bristol to support wider charity awareness raising initiatives such as; sharing communication messages and campaigns, conferences and information mailings
- Give talks or attend in person at events with corporate and high level external stakeholders
- Represent the charity in local media as required
- Develop relationships with Community Ambassadors supporting them to be proactive within their community
- Where volunteers are not available and/or donations are of high value or of strategic significance, attend cheque presentations and collect funds on behalf of MRF

#### General, personal & developmental

- Support all colleagues and communicate your work and needs openly and effectively
- Establish efficient and effective working relationships and communication with internal and external stakeholders
- Take responsibility for own development and training needs, in consultation with line manager

- Keep abreast of the charity's work programmes, and of current developments in the field of meningitis and septicaemia
- Travel in Ireland, some overnight stays
- Expenses and time off in lieu for approved work away from the office in line with charity guidelines
- To carry out other duties as reasonably required by Chief Executive, Regional Director and/or Board of Trustees

## Person Specification

		Essential or Desirable
Training, Experience and Qualifications	Experience of working in a support role	D
	Educated to degree level or equivalent	D
	Experience of working within a non-profit organisation	D
	Communications experience	E
	Working knowledge of social media	E
Knowledge and Skills	Good organisational and administrative skills, able to prioritise, juggle multiple tasks and work to deadlines	E
	Excellent oral communication skills, strong networker and a confident, outgoing manner	E
	Good written communication skills	E
	A relaxed and confident manner both in a one-to-one and group settings	E
	IT competent. Particularly word processing, spreadsheets, and e-mail	E
	Self-motivated and able to work on own initiative	E
	Empathy and sensitivity	E
	Team player with an ability to build effective working relationships	E
General	Ability to work anti-social hours (evenings and weekends when required)	E
	Enhanced Garda vetting will be required for this role in line with MRF's safeguarding procedures	E
	Full driving licence and access to car	E

## Terms and Conditions - Essentials

### Location

Your normal place of work will be 83 Amiens Street, Dublin 2, with occasional work elsewhere including the UK and potentially further afield depending on the post held.

### Salary

€29,000 (€11,600 pro rata) + 6% employers pension contribution. Paid in arrears on or around 25th of each month.

### Hours of Work

14.5 hours (2 days) per week, flexibility on specific day with work pattern to be confirmed. Occasional unsociable hours.

### Annual Leave

24.5 days + statutory & public holidays pro rata. The Charity's holiday year runs from 1<sup>st</sup> April to 31<sup>st</sup> March.