

Grand Orange Lodge of Ireland

JOB DESCRIPTION

Post:	Communications Officer
Salary:	£28,000
Hours:	37.5 hours per week
Leave:	20 days annual leave plus 11 customary closure days
Responsible to:	Chief Executive
Location:	GOLI, Schomberg House, Belfast, BT6 9EY

Overall Objective:

The post holder will be responsible for all aspects of the media and public relations output of the Grand Orange Lodge of Ireland and will actively promote the interests of the Institution.

They will also be responsible for developing and maintaining the Grand Orange Lodge's online and social media presence.

Key responsibilities

- In conjunction with the Chief Executive, to create a media and public relations plan strategy and annual plan.
- To respond to press queries in accordance with Grand Orange Lodge protocols.
- To initiate press releases and other media campaigns in line with organisational objectives.
- To monitor the organisation's media coverage and respond accordingly. To analyse the output of the broadcast media regarding the Institution.
- To actively promote the activities of the Institution at all levels in collaboration with the Senior Management Team, staff and membership at large.
- To maintain and actively manage the organisation's on line and social media presence.
- To write speeches as required.
- To act as a secretary to the Orange Standard Management Committee
- To take primary responsibility for the production of the Grand Orange Lodge publications including the monthly Orange Standard newspaper.
- To keep up to date with all relevant issues affecting the Grand Orange Lodge and respond accordingly.
- Develop effective working relationships with stakeholders such as local journalists and opinion formers to further the aims and objectives of the Grand Orange Lodge.
- To Issue press releases as required.
- To oversee the identification and delivery of media training as required throughout the Institution.

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- To respond to Grand Orange Lodge communication needs outside of normal working hours including emergency press releases if necessary.
- To act as a Schomberg House key holder and to carry out duty manager responsibilities during museum opening hours including evenings and Saturday on a rota basis with other senior staff.
- Any other reasonable duties in accordance with the Grand Orange Lodge's organisational aims and objectives.

PERSONNEL SPECIFICATION

Essential criteria including method of assessment

- A third level qualification in a relevant discipline such as journalism, media relations or a business-related subject. (application form)
- OR**
- A minimum of 3 years relevant experience in a similar role (application form)
- Plus**
- Significant experience of writing press releases, articles and news reports (application form and interview)
 - Excellent IT/ Computer Literacy skills including a high level of Social Media competency (application form and interview)
 - A demonstrable in-depth knowledge and understanding of the Orange Institution's heritage and culture (Application form and interview)
 - A good working knowledge of national and regional media (application form and interview)
 - Ability to act as a spokesperson as required (interview)
 - Excellent communication skills both written and verbal (application form and interview)
 - Excellent networking skills (interview)
 - Ability to work flexibly and attend events outside of standard working hours as and when required. (interview)
 - Ability to respond to a range of media enquiries and issues as appropriate (interview)
 - Applicants must have a full, current driving licence which enables them to drive in Northern Ireland and a car available for official business or access to a form of transport which will enable them to meet the requirements of the post in full (Application form)

Desirable criteria

- A post graduate or higher than post graduate level qualification in a relevant discipline
- Evidence of continued personal professional development

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Conditions of service

- The post is offered subject to receipt of two satisfactory references.
- The post is a permanent position however a probationary period of 6 months will apply
- The successful candidate will at times be required to work outside of normal hours and at weekends.

Reserve List

- A reserve list of applicants *may* be drawn up for this post which would last for a maximum of 6 months. Therefore, should a similar post become vacant within this time, it may be offered to those on the reserve list, in order of merit, without further interview.