## A picture containing text, skiing Description automatically generated**Communications and Policy Officer**

**Le Chéile Mentoring**

Le Chéile Mentoring works to make positive changes in the lives of young people who offend and their families, through the provision of Mentoring, Family Support and Restorative Justice Services. We provide tailored and flexible services with young people at the core. We work in partnership with the Probation Services and other agencies to reduce the level of crime in the community.

**Our Vision**: For every young person at risk - the right supports at the right time, to make the most of their lives

**Our Mission**: Le Chéile Mentoring is a national, volunteer mentoring and family support service, which works with young people and their families, where the young person is involved in or at risk of offending.

For more information on Le Chéile, visit [www.lecheile.ie](http://www.lecheile.ie)

### **Job Description**

**Role of the Communications and Policy Officer**

The Communications and Policy Officer will lead on Le Cheile’s Communications and Policy work in the context of the Le Cheile strategy. The role is responsible for the effective promotion of Le Cheile, its value and impact, to potential volunteers, referral, and partner agencies, as well as funders, and the general public. This role also plays a key role in effective internal communications. The Communications and Policy Officer is responsible for ensuring that Le Chéile policies are fit for purpose, compliant with relevant legislation and meet best practice standards.

**Reporting to**: the CEO

**Working relationships**: The Communications and Policy Officer will work closely with the Management team, the Le Cheile staff team, and will liaise with volunteers involved in Le Cheile.

### **Principal duties and responsibilities**

1. **External Communications**

* Develop and implement a Communications plan and media strategy for Le Cheile.
* Develop, maintain, and coordinate Le Cheile’s social media and website.
* Promote Le Cheile to potential volunteers nationally and regionally.
* Support the Coordinator’s regional volunteer recruitment via local media coverage, social media and other methods.
* Coordinate the publication of Le Cheile promotional materials including the Annual report, leaflets, and other publications.
* Draft speeches and presentations for the CEO as required.
* Assist in the drafting of submissions informed by Le Cheile learning and data collection.
* Coordinate the development of a Le Cheile champions team involving mentors and past service users.
* Represent Le Cheile and promote the organisation at conferences and events as agreed.
* Build on existing relationships with media, and relevant organisations.
* Ensure that Le Cheile meets the media/PR requirements of funders in particular the Department of Justice and the Probation Service.
* Contribute to the organisation of events/launches/conferences at regional and national level as agreed.

1. **Internal communications**

* Develop and implement the Internal Communications plan.
* Produce regular newsletters, social media, and website content relevant to the interests of staff and volunteers.
* Disseminate relevant information, policy developments, research reports to the Management team and staff.
* Oversee and implement the annual Mentor Satisfaction surveys.
* Attend the meetings of the National Volunteer Committee and contribute to the meetings, in collaboration with the National Volunteer Development Officer.

1. **Policy**

* Review and update Le Cheile policy documents at regular intervals, to ensure that they are fit for purpose, compliant with legislation and policy requirements, and meet best practice standards.
* Contribute to and implement the organisation’s GDPR policy.
* Assist with the drawing up of new policies in response to changing needs, new services, best practice and legislation.
* Consult with the Management team, staff and with volunteers when appropriate, in the development of Le Cheile policy and procedures.
* Ensure that current policy and procedure documents are communicated to staff and are available on the organisation’s shared drive.
* Deliver training on policy as part of Volunteer Induction training.
* Coordinate and ensure Le Cheile’s continued accreditation with the Mentoring and Accreditation Foundation or other similar bodies.

1. **Organisational**

* Submit monthly statistics and regular reports to the CEO, as required.
* Assist the Regional manager in the implementation of Salesforce and compiling of data.
* Support the meetings of the Convictions Panel as required.
* Support and supervise volunteers or interns as required.
* Undertake specific regional and organisational projects from time to time.
* Lead on the development and maintenance of organisational systems such as Salesforce and Outcome Star including liaison with system providers as required.
* Support with organisational reporting

**5. Requirements of all Le Chéile staff**

* Commitment to the vision, mission, values and policies of Le Chéile.
* Participate in regular supervision with your manager and report any matter of concern in a timely manner.
* Identify your training needs with your line manager and participate in relevant training opportunities
* To be flexible in regard to working hours to meet the needs of the work, including some evenings and weekends. Working during unsocial hours and flexibility is required.
* Other duties as may be required, from time to time.

**Note:** This Job Description will be reviewed and updated in line with the needs of the work and Le Chéile.

### **Person Specification**

**Essential Requirements:**

* A Degree in one of the following: Communications, Public Relations, one of the Social Sciences, or Law.
* A minimum of 2 years post graduate work experience in a communications or policy role.
* Experience of drafting and editing content.
* Experience of engaging social media and mainstream media.
* Experience of coordinating websites and creating content.
* Excellent communications and interpersonal skills.
* Strong organisational and teamwork skills.
* Initiative, problem solving and creativity.
* Excellent IT skills, including MS office and information systems.
* A commitment to the work and values of Le Cheile.
* Experience of working with volunteers or in a community setting.
* Clean Driving License and own car.

**Desirable Requirements:**

* Knowledge of youth justice issues
* Experience of drafting policy documents.
* Training and facilitation skills.
* Experience of organising events.
* Experience of organisational reporting

**Terms of Employment**

**Salary Range:** €33,500 - €42,000 per annum (Commensurate with experience)

**Annual Leave:** 24 days per annum plus 1 day per year of service up to a maximum of 5 days.

**Location:** The Office is located in Dun Laoghaire and will include the option of some working from home.

**Term of Contract**: Indefinite, full time

**Probation:** A probation period of 6 months, extendable to 9 months will apply.

**Hours:** 37 Hours per week. Occasional evening and weekend working. Flexibility will be required.

**Additional Benefits:**

* Bike to work scheme.
* Discretionary annual leave day for Good Friday
* Employee Assistance Programme (EAP)
* Training and development support applicable to role
* Flexible Work: Flexible work practices that support work life balance
* Blended working policy
* Study Leave: Up to 6 days per year of relevant course
* Organisation Culture: Support and Supervision policy and that supports your professional development.
* Maternity and Paternity Benefit: Top up Maternity and Paternity Benefit pay.

*Le Chéile is an equal opportunities employer.*

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*Le Chéile is funded by the Department of Justice through the Probation Service*