

## **Headline Programme Assistant**

Reporting to: Headline Programme Leader

Full time (35 hours per week) permanent contract

Salary – €27,542 per annum

Location: Currently in Maynooth but Shine reserves the right to change location.

Headline is Ireland's national programme for responsible reporting and representation of mental illness and suicide. Its primary functions are:

- To support Irish media in their work of covering difficult, and sometimes traumatic content;
- To provide training, and educational supports to the next generation of media professionals through university lectures and workshops;
- To create an evidence base through monitoring, data gathering, and research for the improvement of mental illness representations in Irish media;
- To facilitate the public in addressing cases of irresponsible or harmful reporting.

### **Purpose of the Role:**

The primary purpose of the role will be to work with the Programme Leader to further develop Headline's analytical work and content output. In addition, the Programme Assistant will organise administration tasks for Headline's day to day running. They will contribute to building policy in line with relevant and emerging research in the field of media and mental health. They will identify trends from Headline's monitoring data partners and communicate those trends into useful content both internally with Shine membership and programmes, and externally to relevant stakeholders.

The Programme Assistant will be a dynamic, resourceful, energetic and creative professional who has a passion for positive change. They will be curious by nature with excellent attention to detail. They will have a clear understanding of both the Irish media landscape and mental health sector.

### **Duties and Responsibilities**

- Analyse Headline's internal data for trends relating to media coverage and representation of mental ill health and suicide.
- Manage the day to day administration tasks within Headline
- Collaborate with media monitoring organisations to assess adherence to media guidelines.
- Compile mental health themes and collaborate with media monitoring organisations to develop thematic content analysis reports.

- Work with the Programme Leader and Policy Officer to develop policy that best improves mental health representations in Irish media.
- Prepare reports, press releases and content to promote and develop the work of Headline.

### **Skills & Personal Characteristics**

- Excellent communication and organisational skills.
- Someone of a resilient nature required as daily content reviewed by Headline can be triggering for some.
- Well-developed analytical skills with capacity to critique relevant research articles.
- Experienced report writer with ability to present complex data in a visual context.
- Be enthusiastic about the nuances of language and framing.
- Highly motivated self-starter capable of taking the initiative while also working well within a small team.
- Capable of managing multiple projects and working in a fast-paced environment.
- Proficient in IT and Social Media. Must have excellent understanding of Office 365. Adobe Creative Suite and Salesforce would be an advantage.

### **Essential Requirements**

- Third level qualification in media-related field, research or relevant experience as journalist or researcher
- Interest in development of the media industry and improved work practices.
- Interest in mental health and suicide prevention.

### **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](mailto:recruit@shine.ie).

Application Deadline: 5pm on Friday 14th June 2019

### **CONDITIONS OF APPOINTMENT**

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

### **Data Protection**

As part of the recruitment process, you provide personal and sometimes sensitive information about yourself to Shine. Shine is committed to having safeguards in place in keeping with current regulations. This applies to all data collected and processed, whether collected on paper, stored in a computer database or recorded on other media. For more information about your rights please read the attached Personal Data Privacy Statement.

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