

Headline Communications & Policy Officer

CONDITIONS

Reporting: The post holder will report to the Headline Programme Leader

Contract: Fixed term 9-month contract

Hours: 21 hours per week

Location: Maynooth, Co Kildare (required to work remotely during COVID 19)

Salary: €16,525 per annum (for 21 hours per week) (FTE: €27,542 p.a.)

About Headline

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 communicate the learnings and objectives of the Headline programme. In addition, the Communications and Policy Officer will work with other Headline team members to contribute to policy in line with relevant and emerging research in the field of media and mental health.

Headline works in a unique field of expertise. The successful candidate must be able to identify emerging trends and communicate those unique learnings to a multitude of audiences. This person must have a passion for positive change, problem solving, thoughtful innovation and creative communication. They will be curious by nature and an excellent communicator. They will have experience in policy development and/or print, broadcast or online journalism.

Duties and Responsibilities

- Manage the communications needs of Headline across its education, research, monitoring and support functions.
- 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
- Be in tune with industry developments across mental health and media



- Work with stakeholders across the media and mental health industries to develop policy that best improves mental health representations in Irish media.
- Represent Headline at external events and exhibitions as required.
- Prepare reports, press releases and content to promote the work of Headline.

Skills & Personal Characteristics

- Excellent communication, interpersonal & organisational skills.
- Well-developed analytical skills and capable of critiquing research articles.
- Experienced report writer with excellent written and oral communication skills.
- Excellent presentation skills and experienced public speaker.
- Skilled in building relationships with both internal and external stakeholders and in working collaboratively
- 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

Essential Requirements

- Third level qualification in Journalism, Media or Communications-related field, or relevant experience
- Proficient in Adobe Creative Cloud and social media.
- 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**. Curriculum Vitae (C.V.'s) will not be accepted. Send your completed Application Form in Microsoft Word or PDF format to recruit@shine.ie. In the subject field please enter **Headline**

Application Deadline: 5pm on Monday 15th June 2020

Conditions of Appointment:

All offers of posts are subject to completion of HSELand 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: Please note that Shine is not in a position to provide individual feedback to candidates who are not called for interview. We thank you for your interest and appreciate the time and effort you have taken to apply for the post on offer.