

## Role Description



**Title of the position:** Communications Coordinator

**Reports to:** Director, Innovista Ireland

**Location:** Home-based with team meetings in Dublin every 4-6 weeks

**Hours:** 4 hours/week including some evenings and weekends

**Salary:** €28,000 FTE

**Holiday Allowance:** 25 days/year plus national holidays, pro rata

### About Innovista Ireland

We are a leadership development organisation that equips leaders to change their communities with the hope of Jesus. We develop and deliver training and tools for churches, mission leaders, and teenagers in schools.

### Purpose of the role

To connect with Innovista Ireland supporters and training participants, inspiring them to deeper engagement and wider impact. We ask that the successful candidate commits to the role for at least two years.

## Responsibilities

- Source and present stories demonstrating the impact of Innovista training for newsletter, website and funding reports
- Promote training opportunities to potential participants
- Develop an annual strategy to connect with and grow Innovista's multiple audiences
- Co-ordinate scheduling and messaging of digital content across all Innovista communication platforms
- Inspire current and potential supporters to increase their partnership with Innovista Ireland
- Ensure all communications are compliant with GDPR and internal policies and in line with Innovista Ireland's purpose and values
- Participate in the life of the Innovista team, including staff prayers and team days

## Person specification

### Experience and qualifications

You have:

- 2+ years experience developing and implementing communications strategy
- 2+ years experience of managing digital media
- Ability to communicate persuasively to a wide range of audiences
- A good understanding of the church and non-profit landscape in Ireland
- Ability to balance several projects and priorities simultaneously
- Experience with a range of social media platforms and scheduling tools

### Character and personal characteristics

You are:

- A committed and growing Christian, passionate about seeing people develop in every area of life and committed to Innovista Ireland's purpose and values
- Self-motivated and able to take initiative
- A strong listener and communicator, excellent at building and maintaining relationships
- Well organised
- Eager to grow and develop and welcome constructive feedback

### Training and Personal Development

Innovista are passionate about developing people. This means we will provide:

- Regular team training which will develop character, skills and gifts
- Role specific training
- Regular supervision and coaching from your supervisor to develop your performance and core competencies
- The opportunity to engage with other Innovista teams internationally

### Notes

This Role Description is not exhaustive and changes may be required as the organisation develops. Changes to this role description will be carried out in consultation with the holder of the post.

Safeguarding young people: Innovista Ireland is committed to safeguarding the welfare of young people and vulnerable adults and expects all employees and volunteers to share this commitment.

Confidentiality: Any information relating to people contacted by the charity acquired in the course of duty must be treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of staff. Any information relating to staff acquired in the course of duty must be treated in the strictest confidence and must be discussed only with senior staff members or with the line manager.

### Further information

Should you require further information, please contact Sam Moore at [hello@innovista.ie](mailto:hello@innovista.ie)