

## Communications and Administrative Officer



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Arts & Disability Ireland (ADI) is the national development and resource organisation for arts and disability. Championing the creativity of artists with disabilities and promoting inclusive experiences for audiences with disabilities lies at the heart of ADI's work.

Working in partnership with the arts sector, we use every opportunity to make this happen seeking to achieve transformational change across the arts sector. We aim for a series of strategic multi-annual projects that will result in greater visibility for the work of artists with disabilities. Examples of our activities include commissioning, providing audio description and captioning and support for artists in creating new work through funding, residency, mentoring and training opportunities.

Since January 2023, ADI has made appointments in the areas of Programme Management and Access and Training as a result of an organisational review, which identified the extent to which ADI's role and remit has substantially grown over the past number of years. As part of its continuing development, ADI is now seeking to hire a Communications and Administrative Officer.

This document has detailed information on this new role and the application process. ADI are seeking a suitably qualified individual who has relevant experience in administration and communications. This experience will ideally include responsibility for content creation across different audiences and channels to support an organisation's communications and experience of managing and updating websites.

The ideal candidate will have excellent administration skills to assist with the day-to-day running of the organisation, combined with a strong background in social media and communications.

The role is suited to someone who has an understanding of the importance of equality, diversity and inclusion, particularly within an arts context, can work well as part of a team, whilst also working on their own initiative to deliver the role's requirements.

# Job Description: Communications and Administrative Officer

## Position Information

<b>Job Title:</b>	Communications and Administrative Officer
<b>Pay Scale:</b>	€35,000 pro-rata
<b>Hours:</b>	37.5 hours per week
<b>Hybrid-working:</b>	Required to perform duties from home, or at the ADI office, subject to negotiation and agreement with the General Manager.
<b>Office Address:</b>	Sean O'Casey Centre, St. Mary's Road North, East Wall, Dublin 3.
<b>Reporting to:</b>	General Manager

## Position Summary

The Communications and Administrative Officer within Arts & Disability Ireland (ADI) will work with the General Manager and be responsible for the effective implementation and running of ADI's communications activity, day to day administrative support, including information and research, finance and governance.

## Principal Duties & Responsibilities:

### Communications, Website Management and Social Media

- Prepare engaging content and updating of ADI's website as required and agreed with the General Manager/ Executive Director,
- Maintain oversight of the website to ensure content is relevant, accurate, up-to-date and of consistently high quality, ensuring it is accessible in line with best practice guidelines,
- Promote ADI's programme and disseminating partner information across our social media channels to increase awareness and engagement,
- On-going monitoring, management and developing ADI's online presence across the organisation's social media channels,
- Coordination and preparation of ADI's E-newsletter in collaboration with the ADI team,

- Support the design of presentations to external stakeholders as may be required from time to time,
- Manage upgrades to ADI's website in conjunction with the website developer,
- Deepen and broaden engagement with key programme partners, the arts and disability sector, and the arts and cultural environment,
- Advocate for the value of accessibility across the arts and the inclusion of creativity of artists and audiences with disabilities.

## **Administration and Finance**

- Assist with the day to day running of the organisation including phone and email enquiries, correspondence, and providing administrative support to the General Manager,
- Assisting the General Manager with invoice processing, grant payments and financial record keeping, ensuring all records are in line with ADI's financial policies and procedures,
- Liaising with the General Manager on governance, compliance, Board documentation and administration, and ADI's internal policy development,
- Information gathering, research and collation,
- Maintaining office databases and distribution lists,
- Ensuring professional, prompt and effective communication is maintained with all suppliers and contractors, Attending and contributing to daily staff briefings and other meetings as may be required from time to time.

## **General**

- Supporting the General Manager and ADI team toward the implementation of ADI's programme and services,
- Maintaining and filing appropriate records and documentation on a range of ADI's activities and services,
- Ensuring the smooth running of all activities and services as required,
- Undertaking such other reasonable and lawful duties pertaining to the post of Communications and Administrative Officer as may be directed from time to time,
- Participation in training/upskilling as may be required from time to time.

## **Person Specification: Communications & Administrative Officer**

### **Position Information**

**Job Title:** Communications & Administrative Officer

**Reporting to:** General Manager

The Communications & Administrative Officer will have a proven track record in administration and communications (at least 3 years, ideally within the arts) and will have a relevant third level qualification and/or equivalent experience.

Essential skills and attributes for the position:

- Experience in communications and administration,
- Experience of preparing content for different audiences and channels to support an organisation's communications,
- Organisational skills and administrative experience to a high standard in a professional setting,
- Strong digital and social media skills,
- IT literacy (MS Office, Adobe etc) and experience of managing and updating websites with an ability to engage with new software and platforms,
- An excellent standard of written and spoken English,
- Experience of working collaboratively in a team environment with an ability to work on own initiative, and operate successfully within a hybrid/remote work environment,
- Experience of prioritising work demands meeting deadlines in a busy varied work environment,
- Experience reflecting a commitment to and interest in arts and culture.

Desirable skills and attributes:

- Knowledge or experience of developing creative campaigns that engage a diverse range of audiences,
- Knowledge or experience of access/ accessibility services,
- An understanding of arts and disability, and knowledge or experience of the sector,
- Knowledge or experience of Disability Equality Training,

- Understanding the principles of accessible design and the ability to incorporate elements such as image descriptions, captions and subtitles into materials and publications,
- Graphic design experience, particularly relating to website design, newsletter and social media platforms,
- Understanding of the social model of disability,
- Appreciation of issues of access, social inclusion and equal opportunities in an arts context.

## **Application Process:**

Interested candidates are invited to discuss the role with John Deely on 00 353 1 6425 721.

This is a new role, and such a discussion provides an opportunity to answer any queries you might have about the role, the terms and conditions. It is also an opportunity to discuss in confidence how your experience could be relevant to the role. Candidates are then invited to apply by providing a covering letter and CV using the guidelines provided below.

Please forward your application in strict confidence to John Deely by email at [recruit@pinpoint.ie](mailto:recruit@pinpoint.ie). The closing date for applications is **Thursday, 21<sup>st</sup> September 2023 at 5pm**.

### **1. CV GUIDELINES**

- Ideally two but no more than four pages highlighting your relevant experience for this role.
- Present your experience in reverse chronological order.
- Outline your social media and digital communications experience, and the level of proficiency you have with relevant platforms, including website management tools such as WordPress and other relevant software such as MailChimp.
- Detail the administrative experience and responsibility you have had, and any relevant experience with office software packages such as MS Office, Adobe and any financial management tools such as Sage or other accounts packages.

- Where appropriate, give an indication of internal and external stakeholders you have engaged with.
- It would be helpful if you could indicate two potential referees and the nature of their professional relationship with you. (Contact details are not necessary at this point.)

## **2. COVER LETTER GUIDELINES**

In a cover letter of no more than two pages address the following in a reasonably concise way:

- What are the key elements of your experience that you feel have prepared you for this role?
- What attracts you to the role, the organisation and working in the area of arts and disability?

## **INTERVIEW DATES AND SELECTION METHODS**

- Short-listing of candidates will be on the basis of the information contained in their CV and cover letter.
- The decision to conduct the first interview will be based on candidates reaching certain minimum standards in the areas of Key Experience, Skills and Knowledge as outlined above.
- Candidates who are short-listed will be invited to attend for an online interview through Zoom in the week commencing **2<sup>nd</sup> October 2023**. If necessary, there may be a second interview stage before a final decision is made.

### **Further Information:**

The Executive Director will ensure that the Communications and Administrative Officer in conjunction with the General Manager has access to relevant training and development opportunities.

### **Arts & Disability Ireland is an equal opportunities employer.**

ADI is core funded by The Arts Council/An Chomhairle Ealaíon through their Strategic Funding programme and the capacity of the organisation is influenced accordingly.

**ADI's vision** is of an Ireland where people with disabilities can fully experience and contribute to Irish artistic and cultural life on a basis of equality with everyone else.

**ADI's mission** is to use its leadership role in arts and disability work to bring about full inclusion, access and opportunities for artists and audiences with disabilities in Ireland.

There is more information on what ADI do on the website and social media channels listed below:

About Us:	<a href="https://adiarts.ie/about/what-we-do/">https://adiarts.ie/about/what-we-do/</a>
Twitter:	@ADIarts
Facebook:	@ArtsAndDisabilityIreland
Linkedin:	<a href="https://www.linkedin.com/company/arts-disability-ireland/">https://www.linkedin.com/company/arts-disability-ireland/</a>
Soundcloud:	<a href="https://soundcloud.com/adiarts">https://soundcloud.com/adiarts</a>
YouTube:	<a href="https://www.youtube.com/user/ADIarts">https://www.youtube.com/user/ADIarts</a>
Instagram:	<a href="https://www.instagram.com/artsanddisabilityireland/">https://www.instagram.com/artsanddisabilityireland/</a>

## **PLEASE NOTE**

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- This job description describes the principal purpose and main elements of the job. It is a guide to the nature and key responsibilities of the job but is not intended as a wholly comprehensive or permanent description.
- Applications are requested by email only to [recruit@pinpoint.ie](mailto:recruit@pinpoint.ie). The deadline for applications is 5pm on Thursday 21<sup>st</sup> September.
- In the event that a large number of candidates meet minimum eligibility requirements for the role, ADI may decide to invite a smaller number to interview.
- The onus is on short listed applicants to make themselves available on the date(s) specified by ADI and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the contact details specified in their covering letter or CV.