



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

Post Title:	Communications Officer
Status:	One year Maternity Cover Contract
Company:	Trinity Development & Alumni
Location:	Dublin
Reports to:	Director of Communications & Supporter Relations
Salary:	€35,000 +

Trinity Development & Alumni (TDA), the primary fundraising agency for The University of Dublin, Trinity College Dublin is preparing to embark on its first philanthropic campaign in the history of the University.

An opportunity has arisen for an experienced and ambitious communications professional to support in delivering key communications for the University's ambitious philanthropic goals and global alumni engagement programmes. This is an exciting time to join the team.

www.tcd.ie/alumni.

Role & Purpose:

To support Trinity's engagement and communications with its alumni, donors and supporters worldwide through the design and management of a range of publications and online platforms as part of an overall communications and marketing strategy.

Key Responsibilities:

1. Responsible for the project management, content generation and design management of Trinity's annual alumni magazine.
2. Play a key role within the communications team in driving the internal and external communications strategy for a major fundraising and public awareness campaign.
3. Liaise and work closely with creative agencies to manage a consistent and strong approach across all channels and communications.
4. Support the online and printed publications of the office.
5. Work with the digital team to manage and contribute to online publications (ezines, newsletters) and online social media campaigns.
6. Support the events team with planning and organisation.
7. Undertake other duties as may be assigned from time to time by line manager.

Required Experience & Skills:

Qualifications

- Third level qualification in Marketing or Communications or a related discipline.
- Minimum of three years' successful experience in a marketing/communications support role.

Experience and Knowledge (Essential)



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- Experience of developing publications, working with design/creative agencies and generating ideas for editorial content.
- Proven experience in project management.
- Exceptional oral and written communication skills with an eye for detail.
- Diligent, highly organised with experience of structuring own workload, managing multiple projects, and adhering to agreed timelines.
- Excellent interpersonal skills with an ability to foster good working relationships.
- Proficiency in other MS Office packages.

Experience & Skills (Desirable)

- Experience working with bespoke data systems such as Raisers Edge.
- Knowledge of third level institutions and/or fundraising sector.

Terms:

- The reporting line is to the Director of Communications & Supporter Relations.
- This will be a maternity cover contract of one year.
- There will be a six-month probationary period.
- The hours are 9am - 5pm (with some flexibility required for supporting evening events from time to time).
- Salary will reflect the nature of the job and the experience of the candidate.

Application to tda.bamboohr.co.uk/jobs. Closing date is Friday, 09 November 2018.

PLEASE NOTE: Candidates who do not submit a cover letter or who do not address the application requirements above in their cover letter will not be considered at the shortlist stage.

** Trinity Development & Alumni (TDA) is an independent employer to Trinity. TDA is administered by Trinity Foundation, an independent charity established in 1994 to support Trinity in its educational, research and social missions. Since its establishment in 1994, Trinity Development & Alumni has been instrumental in raising funds in excess of €280 million.*