

**COMMUNICATIONS AND EVENTS OFFICER**

The Centre for Cross Border Studies is seeking a person with creative flair to develop the Centre’s external profile and to raise awareness of the work of the Centre.

**Background**

The Centre for Cross Border Studies (CCBS) was set up in 1999 as an independent, research and development centre to stimulate new thinking and action on North-South and cross-border cooperation on the island of Ireland. In the decades that have followed it has established a unique reputation as a source of high quality research, information and training on cross-border and transnational cooperation issues.

Since its creation the Centre has commissioned and completed cross-border research projects on a wide range of subjects including health services, mental health, adult education, telecommunications, EU funding, local government, animal health, local sustainable development, teacher education, citizenship and science, public sector training, hospital services, trade unionism, the Common Chapter, the agri-food sector, mobility information, and school and youth exchanges.

The Centre for Cross Border Studies also provides secretariat services for two all-island networks – Universities Ireland (<http://universitiesireland.ie/>) and SCoTENS (<http://scotens.org/>).

The ability to communicate our work, and to engage with our stakeholders and wider audience on the island of Ireland, Great Britain, Europe, and beyond, is critical to our success and to ensuring we remain relevant.

We’re a small team, but given what the Centre does, we are fast-moving and involved in many different areas, speaking to and working with many different people, including senior decision-makers and officials, leaders of public bodies and civic society organisations across the island of Ireland, Great Britain and Europe.

**About the role**

The Communications and Events Officer will work closely with the Director and other colleagues to disseminate the work and various activities undertaken by the Centre, using a range of platforms to do so, including the Centre’s website and social media platforms (such as Facebook, Twitter and LinkedIn). The role also involves monitoring levels of engagement with the Centre’s work and activities, and advising and working with the Director and colleagues on strategies and actions that may increase engagement. Additionally, a critical element will be to organise and manage the Centre’s external engagement events, both online and “physical”, such as the annual conference, policy seminars, workshops and roundtables.

**Principal Tasks**

* In consultation with the Director and colleagues, ensure Centre for Cross Border Studies’ outward-facing profile is maintained and improved.
* Monitor external users’ engagement with Centre’s website and social media platforms (including Facebook and LinkedIn).
* Maintain and update the Centre’s website and all social media platforms, inputting content provided by colleagues and, where relevant, providing own content.
* In consultation with the Director, other colleagues, printers, and external contributors, manage the publication (digital and, where appropriate, in hard copy) of Briefing Papers, annual and research reports, articles, *The Journal of Cross Border Studies in Ireland* (<https://crossborder.ie/journals/>), and other relevant content.
* Ensure the monthly publication of the Centre’s Borderzine (<https://crossborder.ie/border-zine/>), gathering the necessary quality and relevant content, and updating and managing its contacts database.
* In consultation with the Director and/or other colleagues, organise, publicise and manage the Centre’s events, whether online or “physical”, including conferences, seminars, workshops, roundtables and meetings.

**Technical experience**

Ideally, the successful candidate will be familiar with the following software packages, although the Centre may consider using alternatives, so please include any relevant experience in your application:

* Website - WordPress
* Borderzine - Mailchimp
* Events – Zoom, MS Teams and YouTube streaming
* Digital content – Adobe Spark

**EMPLOYEE SPECIFICATION**

The table below shows what we are looking for in the person appointed to this post, and if you are applying make sure you show in the application form how you meet the essential criteria and, where relevant, any of the desirable criteria.

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|  | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** |
| **Competencies** | * 3 A-levels grade B or above (or equivalent) AND a minimum of three years’ experience working in a similar role

 *Or*Honours degree (equivalent of 2.1 or above) AND a minimum of one years’ experience working in a similar role* Experience of preparing content for websites or ezines
* Experience of using social media platforms (for example, Twitter and Facebook) in a professional setting (i.e. not personal Twitter or Facebook accounts)
* Experience of managing the publication of reports, articles, and publicity material, using relevant software packages (for example, Adobe Creative, Adobe Spark, etc.)
* Experience of using MS Office packages regularly e.g. Outlook, Word, Excel and PowerPoint
* Experience of organising in-person meetings and events
* Experience of organising online meetings and events using Zoom or other platforms
 | * A-levels grade B or above (or equivalent), or Honours degree (equivalent of 2.1 or above) in discipline(s) relevant to the post
* Experience of maintaining and updating websites
* Experience of working with community based organisations
* Experience of managing the regular production and distribution of an ezine
* Knowledge of cross-border bodies and issues
* Strong commitment to and understanding of the value of cross-border and all-island co-operation, and a strong belief in the value of such cooperation as a key part of the movement towards peace and reconciliation in Ireland
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| **Disposition and motivation** | * Readiness to work cooperatively and supportively – and to strict deadlines – as part of a small, dynamic team
* Excellent interpersonal skills and ability to engage with a wide range of people
* Willingness to work flexibly to meet the requirements of the post
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| **Special factors** | * Willingness and ability to travel within Ireland and UK and occasionally outside the island of Ireland as required
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**Salary** - £23,754, with participation in a Retirement Benefits Plan

**Hours per week** – 34

**Duration of post** – 12 months, renewable dependant on funding.

**Location** – The Centre for Cross Border Studies is based in Armagh, however a remote working policy is currently in place as per government advice. Remote working will remain an option thereafter, subject to discussion with the Director.

**Applications** must be submitted to ccbsfinance@qub.ac.uk by 5pm on Monday 22nd November 2021. Late applications will not be accepted.

The **Equal Opportunities Form** may also be completed and returned to a separate email address which is noted on the form.

**It is anticipated that interviews** will take place via Zoom on 1st and/or 2nd December 2021.

The Centre for Cross Border Studies may retain a reserve list for approximately 12 months to fill similar roles which may arise.