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## SOSAD Ireland

# Public Relations Officer

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## Summary

SOSAD Ireland is a non profit organisation that provides free counselling services. We have six offices based in Cavan, Louth, Laois, Meath and Monaghan from which we provide our services. We are currently looking to fill a PR role. As a PR specialist you will work on developing PR strategies and campaigns, preparing press releases, attending PR events and building positive relationships with the media, corporate stakeholders and the public.

## Company Overview


Since 2007, SOSAD Ireland has worked to raise awareness and help prevent suicide in Ireland. We have worked tirelessly in our communities to help those in need feel supported and know they are not alone on their journey. Our service is open to people free of charge who are suffering with suicidal ideation, self harming, depression, bereavement, stress and anxiety, or if you simply need to talk.

## Job Description & Responsibilities

We are seeking to hire a public relations specialist who will be responsible for building and maintaining a positive image for SOSAD Ireland. Your role will be to organize, manage and oversee PR activities and ensure effective communication with the media, corporate stakeholders and the public.

You will be required to manage your own time.

Report to the General Manager



Your responsibilities will include but are not limited to the following:

- Develop PR campaigns and media relations strategies
- Collaborate with internal teams (e.g. Fundraising and Social Media Team) and maintain open communication with senior management
- Prepare and distribute press releases
- Seek opportunities for corporate partnerships, sponsorships and advertising
- Build relationships with corporate stakeholders
- Enhance relationships with media and press to increase the visibility of the charity
- Address inquiries from the media and other parties
- Prepare and submit PR reports
- Manage PR issues
- Organise and schedule meetings with key players
- Working across the charity, she/he/they will build relationships with colleagues, learn about our work and share this knowledge with funders through engaging written materials, phone conversations and face-to-face meetings.

## Key Requirements

### **Essential:**

- Proven experience as a Public Relations Officer or similar PR role
- Experience managing media relations (online, broadcast and print)
- Experience in developing and maintaining Corporate relationships
- Proficient in MS Office and other relevant platforms
- Strong communication ability (oral and written)
- Creativity and problem-solving
- Previous experience working in the charity sector
- Aptitude in presentation and public speaking
- Excellent organisational skills
- Ability to work well under pressure



**Desirable:**

- Degree in Public Relations, Journalism, Communication or working towards similar

**Benefits:**

- Salary
- Paid mileage
- Expenses
- Flexible work schedule

**To apply for this job email [carolmurphy@sosadireland.ie](mailto:carolmurphy@sosadireland.ie)**