

## ***Mercy International Association***

### ***Head of Communications***

#### **About Mercy International Association**

Mercy International Association (MIA) is the organisation of the Leaders of Mercy Congregations, Institutes and Federations throughout the world. It was founded to serve the Sisters of Mercy, their associates and colleagues in ministry. MIA has two offices which operate in Dublin and New York. MIA fosters collaboration among Sisters of Mercy communities and colleagues in addressing the root causes of needs and injustices experienced locally but with global causation, such as Displacement of Persons and Degradation of Earth. It encourages and nurtures the flourishing of the Mercy charism within the various cultures of the world. Further information about MIA is available on [www.mercyworld.org](http://www.mercyworld.org)

#### **The Opportunity**

MIA is seeking to recruit an experienced and visionary professional to become its Head of Communications. The person will be based in MIA's headquarters at the Mercy International Centre, Baggot Street, Dublin, Ireland.

#### **About the Role**

The Head of Communications is responsible for MIA's public engagement in support of the organisation's overall mission and strategic plan. The Head of Communications plays an important convening role with Mercy ministries, colleagues and partners globally.

As part of the Executive Leadership Team, the Head of Communications reports directly to the CEO and oversees the work of the Communications staff. Occasional international travel, including to the MIA office in New York, will be required. The role requires an effective communicator with great people skills who engages in active listening while building support through consensus.

The ideal candidate has a proven track record of managing strategic communications to create compelling content that results in effective audience engagement and a great working environment. Additionally, the successful candidate has demonstrated success in leading multidisciplinary teams and working collaboratively across departments and with other Heads to achieve measurable successes within budget.

#### **Role Components**

##### ***Key Strategic Communications Responsibilities:***

- Work in close collaboration with the CEO on the development of ongoing communications strategies and budgets.

- Develop and implement MIA's Communications Plan, which includes goals and metrics aligned with the organisation's overall Strategic Plan. Allocate marketing resources, set short-term and long-term goals, and design branding strategies.
- Oversee MIA communications to Mercy stakeholders (the website, e-newsletters, social media channels, podcasts, etc.)
- Evaluate the impact of all communications on a regular basis and make recommendations for improvement to optimise engagement in regular reports to the CEO and Board of Directors.
- Manage MIA Communications staff as well as vendors and contractors, including but not limited to graphic design, editing, translation and videography.
- Utilise Public Relations strategies to develop the MIA brand and image.
- Develop a Crisis Communications Plan.
- Provide communications support for organisational efforts related to MIA programming and initiatives, including the Opening Doors Project, Member/Director communications, fundraising, and special announcements.

#### ***Leadership:***

- Develop a culture which motivates employees and volunteers and enables them to promote the values and goals of MIA and the delivery of its objectives.
- Create an environment inspired by Mercy values, where staff, sisters, associates, ministry groups and volunteers are enabled to work together collaboratively.

#### ***Communications and Relationships:***

- Build close working relationships with other MIA Executives, including the Head of Mercy Global Action and Head of Heritage and Spirituality, as well as all MIA staff.
- As a member of the MIA Communications Committee, ensure MIA Communications are in alignment with the Mission Statement, Values and Strategic Plan.
- Connect with communications staff from Mercy Congregations, ministries, PJPs, colleagues, and partners to share resources and to enhance the story, mission, and work of Mercy globally
- Represent Mercy International Association at public speaking events.
- Consistent presentation of the organisation and its mission, programmes and services in strong positive messages.
- Develop working relationships with national and international media professionals to promote the work of MIA.

#### **Candidate Requirements**

- At least five years of related experience.
- Bachelor's degree or equivalent in Communications, Journalism or relevant subject matter, Master's degree or postgraduate studies preferred.
- Sensitivity to the culture and decision-making process of a faith-based community is essential. Knowledge of and appreciation for the role of women religious in the

Roman Catholic Church and society, understanding of the history of the Sisters of Mercy is a plus.

- Comfortable with and respectful of promoting the Mercy values, mission, doctrine and prayer traditions.
- Appreciation and knowledge of the Global South.
- Strong leadership track record.
- Outstanding people skills, verbal communication, presentation and organisational skills with attention to detail.
- Excellent writing and editing skills.
- Prior experience in a non-profit organisation is preferred.
- Professional level fluency in Spanish is desirable.

This job description is intended to give an appreciation of the key responsibilities and duties relating to this role. It does not attempt to detail every activity.

This is a full-time position with an initial 2 Year Fixed Term Contract.

Hours of Work: 35 hours per week (Full-time). Flexibility in working hours will be required.

Gross salary: Commensurate with experience and qualifications.

Details are available on request.

Annual Leave: 20 days per annum

#### **APPLICATION PROCEDURE**

To apply for this position, please email a cover letter outlining your suitability for the role, your Curriculum Vitae and the contact details of two referees, preferably one from your current employer, to [recruitment@mercyinternational.ie](mailto:recruitment@mercyinternational.ie)

Applications must be received by 4 p.m. Friday, May 3rd, 2024.