

Job Description: Events & Communications Officer - Fulltime**Job Title:** Events & Communications Officer**Reports to:** Executive Director**Location:** Dublin / Hybrid (with occasional travel across Ireland). Some evening work is required.**Contract Type:** Full-time, Permanent, 35hrs pw (subject to annual funding).**Salary:** €37,000-€42,000 (dependent on qualifications and experience).**Annual leave:** 22 days plus Christmas week.**Pension:** We offer a 5% Employer contribution to a PRSA after 6months probation (plus 1.5% from start in line with auto enrolment).**Other:** Bike to Work Scheme; TaxSaver Commuter Tickets and Employee Assistance Programme.**About the Organisation**

The Association of Criminal Justice Research and Development (ACJRD) is a network of organisations and individuals working in the criminal justice system in Ireland. The mission is to support effective evidence-informed policy and practice in criminal justice. We do this by bringing together practitioners, advocates, researchers, and experts by experience to share knowledge and learning that promotes evidence-informed policy.

Purpose of the Role

The Events & Communications Officer will play a central role in developing ACJRD as a network of people and organisations interested in a collaborative and evidence-informed criminal justice system. This role combines event management, communications, member development and engagement to deliver our strategic objectives to key audiences — including members, stakeholders, practitioners, the media, and the wider public. The postholder will lead on coordinating impactful events and delivering compelling communications that support knowledge sharing and learning, networking and collaboration across the Irish criminal justice sector. There will also be administrative tasks to support the smooth running of the organisation.

Key Responsibilities will be carried out in consultation with the ACJRD Council and Executive Director:**Events**

- Plan and deliver a calendar of impactful events, including conferences, seminars, webinars, member meetings & working groups, and other knowledge sharing and learning events.
- Manage event logistics, including venue sourcing, supplier coordination, budget management, and communications with speakers and participants.
- Support hybrid and online events using platforms such as Zoom or MS Teams.
- Promote events through digital channels and networking events.
- Develop Conference Reports and other post-event information and disseminate for wider impact.

Communications and Member Development

- Develop and implement communications strategies that support the Strategic Plan 2026-2030.
- Write, edit, and publish clear engaging content for the website, newsletters, reports, and social media channels.
- Manage and update the organisation's website.
- Manage ACJRD's membership base, using our activities and events to engage current and new members.

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- Maintain a consistent and professional tone of voice across all communications, ensuring alignment with our mission and values.
- Monitor and report on communications performance using analytics and engagement data.

Administration and Strategy

- Be a first point of contact for ACJRD members and other stakeholders.
- Assist with office administration in consultation with the Executive Director.
- Assist Executive Director with production of impact reports for Council members and funders.
- Attend meetings with stakeholders as required.
- Liaise with ACJRD suppliers as required.
- Support the Executive Director to develop partnerships with other organisations and institutions to develop communications and activities that amplify collective learning, collaboration and messages.
- Contribute to the wider organisational strategy, embedding best practices in communications and event delivery.

The above job description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and contribute to the development of the post while in office.

Person Specification

Essential Criteria

- 2–3 years' experience in communications, marketing, or event management ideally within a non-profit setting.
- Proven experience in planning and delivering professional events (both in-person and online).
- Excellent writing and editing skills, with attention to detail and the ability to translate complex or sensitive topics into accessible messages.
- Experience managing content and engagement across digital and social media platforms.
- Confident user of relevant design, web, and event software tools.
- Strong organisational and project management skills, with the ability to balance multiple priorities.
- Excellent interpersonal skills and the ability to build relationships with a diverse range of stakeholders.
- Ability to work within a team or on your own initiative.
- Interest in the vision, mission and values of ACJRD.

Experience in Software and Digital Skills is necessary

- **Design and content creation:** Canva or Adobe Creative Cloud (InDesign, Illustrator, Photoshop).
- **Content management:** WordPress or similar CMS.
- **CRM:** Salesforce or similar.
- **Newsletter:** Mailjet or equivalent.
- **Social media management:** LinkedIn, Bluesky, Instagram.
- **Event management:** Eventbrite or similar.
- **Analytics and reporting:** Google Analytics, Meta Insights, or equivalent tools.
- **Productivity tools:** Microsoft 365 (Excel, PowerPoint, Outlook, Teams).

The following would be an advantage:

- Experience working in or alongside the criminal justice, community, or social policy sectors in Ireland.
- Understanding of research processes, policy influence and media engagement in an Irish context.
- Experience producing multimedia or video content for promotions.
- Degree or equivalent qualification in Communications, Marketing, Public Relations, or related discipline.

Key Attributes

- Creative, proactive, and adaptable communicator with strong attention to detail.
- Collaborative team player who values partnership and inclusivity.
- Flexible, self-motivated and open to change.
- Empathetic and motivated by social change.
- Confident working in a small, fast-paced, and mission-driven organisation.

Please send your CV along with a cover letter outlining how you meet the requirements for the position by **5pm on Friday, 16th January 2026** to orla.oneill@acjrd.ie. Informal queries can be directed to Orla O'Neill at the same email address.