

Senior Administration Officer - Communications – MCVS

Function

The overall responsibility of the Senior Administration Officer - Communications is to support in the successful implementation of the MCVS initiatives managed by the Council. In this respect, the Senior Administration Officer - Communications must maintain oneself regularly updated on issues relevant to the carrying out of one's duties.

The specific responsibility of the Senior Administration Officer - Communications is to guarantee the visibility of MCVS and promote further its contact with VOs and the general public.

Key Duties

The Senior Administration Officer - Communications is responsible for the following tasks:

Specific

- Develop PR campaigns and media and marketing strategies.
- Collaborate with internal teams and maintain open communication with senior management.
- Edit and update promotional material and publications (brochures, videos, social media posts etc.).
- Prepare and distribute press releases.
- Organize PR events (ex. open days, press conferences, national conferences and events) and serve as the MCVS's spokesperson.
- Seek opportunities for partnerships, sponsorships, and advertising.
- Address inquiries from the media and other parties.
- Track media coverage and follow relevant trends.
- Prepare and submit PR reports.
- Manage PR issues.
- Any other duties according to the exigencies of MCVS as directed by the Chief Executive Officer of the Malta Council for the Voluntary Sector.

Generic

- Participates in internal committee meetings as directed by MCVS management.
- Respects the MCVS Manual of Internal Control Procedures, the MCVS Code of Ethics and any other circulars issues by MCVS management from time to time.
- Respects deadlines as set by MCVS management.

Lines of Communication

Report to: Chief Executive Officer