***Job Description – Communications Officer to Lynn Boylan MEP, Dublin Constituency***

**Job Title:** Communications Officer to Lynn Boylan MEP, Dublin Constituency

**Responsible to:** Lynn Boylan MEP

**Salary:** €34,899 (gross)

**Key Responsibilities:**

To develop and implement a press and communication strategy to promote the work of Lynn Boylan MEP across the Dublin Constituency

**Main Duties of the post**:

* To implement a weekly press engagement plan and to produce a monthly compilation of press statements, clippings and media return
* To prepare briefings, co-ordinate press events, draft statements and contribute to publications as agreed with the MEP
* To monitor the work of Lynn Boylan MEP on the Environment & Public Health Committee, Employment & Social Affairs Committee and to identify press opportunities in Dublin.
* To promote through infographics and video content Lynn Boylan MEP on social media.
* To report regularly on the development and implementation of the constituency wide EU communications strategy.
* To attend major events in the constituency to immediately report on developments, manage press engagements and assist the MEP.
* To liaise with local, regional and national press to effectively communicate the activity of Lynn Boylan MEP.
* To engage with Lynn Boylan’s Brussels based staff in order to ensure Lynn’s parliamentary activity is clearly and coherently communicated in the constituency.
* To assist in the organisation of a number of agreed trips to the European Parliament and to facilitate constituency visitors and official trips.