

Part-time Publicity and PR Officer

This role will act in support of this festival, by overseeing all publicity, public relations and networking with press, Churches and public from December 2017 - February 2018, on a 10 hour per week basis. Additional hours may be required during the festival period for which time off in lieu will be granted.

Key Duties:

1. Working in partnership with the Festival Administrator to develop and maintain databases
2. Networking with Church and community organisations
3. Overseeing design and printing of publicity
4. Overseeing distribution of publicity
5. Initiating and co-ordinating social media campaigns
6. Writing and sending out press releases
7. Liaising with media
8. Organising Press Launch
9. Any other tasks which may be required as part of the post

Essential Criteria:

- Have experience of cross-denominational work in sympathy with the Christian faith.
- Have experience of successful publicity/promotional campaigns.
- Have experience of writing/designing promotional material.
- A knowledge of the 4 Corners Festival.
- A knowledge of the Christian faith from across the denominations.
- A working knowledge of good practice in event promotion and publicity.
- A working knowledge of media in Northern Ireland
- Good communication skills including verbal, written and interpersonal.
- Collaborative and self-actuating

Desirable Criteria:

- A theological, community development, media or other relevant qualification.
- Have experience of the promotion of an annual festival.
- A knowledge of the community sector across Belfast
- A working knowledge of good practice in festival promotion.

This role is funded by the 2017/18 Central Good Relations Funding Programme