

IASP Communications & Campaigns (Policy) Assistant

The International Association for Suicide Prevention (IASP) is a non-government organisation (NGO) dedicated to the prevention of suicidal behaviour. IASP provides a global forum for academics, mental health professionals, crisis workers, volunteers and suicide survivors. IASP is organised through a Central Administration Office (CAO) currently comprising of ten part-time workers located in their home country, all working remotely.

To support our team, we are seeking to expand our communications team with a Communications & Campaigns (Policy) Assistant and we invite you to apply.

Background:

Established in 1960, the International Association for Suicide Prevention (IASP) leads the global effort in suicide prevention having developed an effective forum that is proactive in creating strong collaborative partnerships and promoting evidence-based action in order to reduce the incidence of suicide and suicidal behaviour (www.iasp.info). As a membership organisation with a global network of National Representatives in 67 countries and also 17 topic related “Special Interest Groups” addressing key aspects of suicide and suicide prevention, IASP’s engaged and active network encompasses the best research and practice in suicide prevention.

In order to help implement an increased need in essential communications and campaign support, we are looking for a part-time (50%) officer, to work with the IASP Central Administrative team.

Purpose:

To provide operational assistance in the delivery of IASP’s campaign and communications programme.

Responsible to:

IASP Head of Communications & Campaigns

Support to:

IASP Executive Director and members of the CAO Team

Duties and Responsibilities

1) To assist in the delivery of IASP communications within the IASP Strategy & Operational Plan. Such duties to consist of (but not limited to):

- a) Assistance in the development and drafting of communication resources (e.g. press releases, short articles, blogposts, videos, newsletters etc.)
- b) Assist in the development & maintenance of website content and electronic mailouts.
- c) General support including administrative tasks, compiling reports, submitting deliverables and responding to queries.

2) To assist in the delivery of tasks linked to IASPs campaign objectives within the IASP Strategy & Operational Plan. Such duties to consist of (but not limited to):

- a) Assisting in building collaborative partnerships with organization partners and other international stakeholders (both academic and industrial).

- b) Engaging with the IASP network & wider partners on specific related topics.
- c) Assisting in developing campaigns, organising events and researching funding sources.

3) Other duties that may arise from time to time and as may be assigned to this position.

4) Working in collaboration with other CAO team members to meet deliverables.

Person Specification Knowledge

- Mental Health sector
- NGO sector
- International and cultural awareness

Skills and Experience

- Delivering projects to a diverse membership
- University degree in policy, communications or other relevant areas (Mental Health, Public Health).
- IT literate, excellent technical skills (MS office, databases, social media)
- Excellent English in speaking and writing.
- Ability to communicate cross culturally and on relevant scientific subject matter.
- Experience in website CMS and social media platforms.
- Experience and interest project management and mental health promotion.

Attitudes

- Highly organised
- High degree of discretion and integrity
- Good verbal and written presentation
- Team Player

Requirement

- 2.5 days a week equivalent position.
- Work times based around European working hours.
- Working in a remote office environment (institute/home/place with internet).

Please send a covering letter and CV via email to admin@iasp.info.

Important note: as a non-profit organization we will not be able to reimburse any costs related to your application. By submitting your application, you agree that your personal data provided in the context of the application will be processed solely for the purpose of the application.

Closing Date: 10th January 2022