

**Communications Executive
Executive Officer Grade**

Job Purpose

The Communications Executive will support the delivery of Sport Ireland's Communications, Public Affairs and Marketing objectives. This role reports to the Communications & Public Affairs Manager, working as part of a team across all areas of Sport Ireland's operations.

Duties and Responsibilities

- Supporting Sport Ireland's communications plan and all elements encompassed within it.
- Assisting with media communications and communications with central Government E.g. Parliamentary Questions, information requests etc.
- Organising Sport Ireland media events, photo calls and announcements.
- The production of briefing material, speeches, etc.
- Drafting press release and responses to media queries.
- Proactively seeking media opportunities for Sport Ireland & its funded bodies.
- Working closely with Local Sports Partnerships to develop relationships with key local media outlets.
- Support the Communications & Public Affairs Manager in managing Sport Ireland's public affairs output & obligations.
- Supporting the Communications & Public Affairs Manager in managing Sport Ireland's communication with central government.
- Supporting the implementation of Sport Ireland's Commercial & Sponsorship Strategy.
- Acting as a point of contact for all of Sport Ireland's sponsors and sponsorship activity.
- Liaising with designers in the development and production of Sport Ireland publications and literature.
- Development of a website content & development strategy.
- Supporting Sport Ireland's social-media channels in line with the organisation's digital strategy.
- Proactively generating digital content which displays the work of Sport Ireland and its funded bodies.
- Acting as a point of contact for all Sport Ireland funded bodies on matters relating to communications.
- Undertaking other ad-hoc duties and responsibilities as required from time to time.

Person Specification

Essential Skills, Qualifications, Knowledge, Ability and Experience (must possess or be able to demonstrate the following):

- (a) A third level qualification in Marketing, Communications, or a related discipline, at level 6 or higher on the National Qualifications Framework and a minimum of 2 years' relevant experience in either a marketing or communications role.

or

(b) A minimum of 4 years' previous experience in a comparable and relevant role.

- Proven content generation experience, with excellent written English skills and high levels of accuracy.
- Excellent IT skills, particularly in web-based content management systems, various social media platforms and other related tools for marketing and communications activity.
- Previous experience in managing media requests and proactive media engagement.
- Strong knowledge of the Irish political landscape and civil service.
- Experience in video content capture and editing is desirable, but not essential.
- Excellent interpersonal and communication skills.
- Proven ability to work collaboratively and supportively with a wide variety of stakeholders.
- Proven administrative skills with the ability to prioritise, manage and complete a variety of tasks at times of high pressure with an ability to work effectively on own initiative and to established deadlines.

Additional Information:

Contract Full-time, permanent

Salary Scale Executive Officer (Standard Scale). The appointment will be made on this scale at a point in line with current Government Pay Policy. New entrants to the public sector commence on the first point of scale.

Location Sport Ireland, Sport Ireland Campus, Blanchardstown, Dublin 15.

Sport Ireland is an equal opportunities employer.