



Job Opportunity

Athletics Ireland seeks a Communications and Media Executive

Athletics Ireland, the National Governing Body for Athletics in Ireland is seeking a Communications & Media Officer to join and work with a dynamic team.

This role will support the delivery of communications and media related strategies for Athletics Ireland including communications with the athletics community, building our digital profile, and putting in place initiatives to connect with the running community.

The ideal candidate will have a relevant third level qualification and a marketing communications background, with knowledge of athletics and sport in Ireland.

Contract Type: Two years fixed term contract.

Location: Athletics Ireland head office, 19 Northwood Court, Santry, Dublin 9. Due to some travel involved, a current full driving licence and own car is essential.

Salary: Dependent on Experience

Closing date: Applications must be received by email no later than **5pm on Tuesday the 3rd of August 2021** with [Marketing] in the email subject line.

This position will require some flexibility around working hours with regards evenings and weekends. The standard working week is 37.5 hours, Monday to Friday with a Time Off in Lieu system in place for out of hours work.

How to apply for this post.

If you would like to apply for the role of Communications and Media Officer as indicated above, please send a CV and covering letter outlining your qualifications and experience. Selection shall be by means of a competition based on an interview conducted by Athletics Ireland.

When applying by email, please provide a letter of introduction detailing your qualifications, skills and experience relevant to the role and your Curriculum Vitae outlining your skills and work experience not later than **5pm on Tuesday the 3rd of August 2021** to the Athletics Ireland Human Resources Manager at kieronstout@athleticsireland.ie

Athletics is an equal opportunities employer, and all applications will be treated in strictest confidence. Successful candidates will only be offered the position subject to relevant satisfactory Garda Vetting and completion of Safeguarding requirements.



ATHLETICS IRELAND COMMUNICATIONS & MEDIA OFFICER

JOB DESCRIPTION

Responsible to: Marketing & Communications Manager

Role Responsible for supporting the delivery of communications and media related strategies for Athletics Ireland.

The officer will address several communications issues, specifically:

1. Improving communications with the athletics community in Ireland
2. Building Athletics Ireland Profile
3. Building Digital Profile
4. Creating closer relations with regional and national media outlets

Responsibilities for the Communications & Media Officer Executive will include but are not limited to:

Communications

- Support the delivery of all communications strategies and programmes at Club, National and International level.
- Act as Press Officer at agreed national events – media queries, media releases, interview clips for social media etc.
- Liaise with all external agencies where required on design, marketing and event management initiatives.
- Ensure upcoming events are circulating through website/social media.
- Ensure information days and training programmes are delivered to club and provincial PROs.

Media

- Make and maintain contact with national/local newspapers and radio stations on the latest news.
- Support in liaising with media on Athletics Ireland business, respond to queries, submit information, press releases, highlight events etc.
- Support in the organisation of media launches or specific initiatives.
- Liaise with national, provincial and club administrators to gather and disseminate information.

Website and Social Media

- Support the on-going updating of the Athletics Ireland website/s and Social Media accounts.
- Publish results, competition reports for relevant events.

Other Duties as required

- Support public relations/social media aspects of Athletics Ireland events.
- Identify and gather key data required for sponsorship campaigns.
- Support Athletics Ireland Marketing Department as required.
- Produce monthly reports detailing progress.
- Other duties as requested.



ATHLETICS IRELAND COMMUNICATIONS & MEDIA OFFICER PERSON SPECIFICATION		
Skills and Qualities	Essential	Desirable
Qualification <ul style="list-style-type: none"> Educated to Degree or Diploma level specializing in Communications and at least 2 years of relevant experience. Current valid driver's licence. 	✓ ✓	
Experience <ul style="list-style-type: none"> In Communications In PR & Marketing In Event Management Of Web Design/updating and Social Media Of working as part of a team Of leading a project and seeing it through successfully 	✓ ✓ ✓ ✓ ✓	✓
Knowledge <ul style="list-style-type: none"> Of Public Relations and Communications Of Branding and Sponsorship Of Event Logistics Of Social Media and utilising it on behalf of an organisation Of Sport 	✓ ✓	✓ ✓ ✓
Personal Qualities and Skills <ul style="list-style-type: none"> Comprehensive presentation, literacy, oral, numeric and IT skills Strong interpersonal skills including the ability to liaise with a range of personnel (such as sponsors, athletes, media, coaches, marketing personnel, parents) and build relationships. Self-motivated, organised, enthusiastic and committed. Ability to report effectively. Ability to work on own initiative, under pressure and to tight deadlines. A strong team player. 	✓ ✓ ✓ ✓ ✓ ✓	
Other <ul style="list-style-type: none"> Willingness to travel to and between a number of different work locations. Ability to communicate effectively in English. Willingness to work weekends and unsocial hours 	✓ ✓ ✓	