

## **Meath Partnership: Communications and Public Engagement Officer (<https://www.activelink.ie/node/116351>)**



### **Exciting Career Opportunity At Meath Partnership**

## **Communications and Public Engagement Officer**

**(Full-time, Fixed-Term Contract)**

### **The Position**

Meath Partnership is seeking a creative and motivated Communications and Public Engagement Officer to enhance the organisation's visibility, strengthen its digital presence and promote the breadth of its community-based programmes across Co. Meath. This role will be key in communicating Meath Partnership's mission, values and impact across multiple platforms, engaging a broad spectrum of stakeholders including rural communities, funders, partner agencies and the general public.

This is a fast paced, multi-project role that demands excellent communication skills, attention to detail and a passion for storytelling. The successful candidate will have experience in content creation, digital marketing and media engagement. A proactive, flexible and solution focused attitude is essential.

### **Key Accountabilities**

Reporting to the COO and working closely with senior managers and project teams, the Communications and Public Engagement Officer will be responsible for:

#### **1. Strategy, Brand and Public Relations**

- Developing and implementing a comprehensive annual communications and publicity strategy aligned with the organisations goals.
- Ensuring consistent, inclusive and professional messaging across all platforms.
- Acting as brand guardian across print, digital and visual communications.
- Building and maintaining relationships with local, regional and national media outlets.
- Coordinating and collaborating with all departments to ensure consistent messaging and equal promotional opportunities across all programmes and initiatives.

#### **2. Content Creation and Campaign Delivery**

- Producing high quality, engaging content for use across social media, newsletters, websites, press, funding reports etc.
- Managing the organisation's social media accounts (e.g. Facebook, Instagram, LinkedIn etc.).
- Maintaining and updating the organisation's website with current news, events and resources.
- Developing promotional campaigns to showcase programme achievements, community stories and impact.
- Supporting the creation of multimedia content including photography, short videos, case studies and interviews.
- Supporting staff with templates, promotional materials and communications guidance.
- Monitoring and improving SEO and publicity accessibility.

### **3. Publicity, Outreach and Event Support**

- Collaborating with project teams to support public engagement and raise awareness of services and opportunities.
- Promoting training, integration events, public consultations and community initiatives across digital and traditional platforms.
- Acting as the point of contact for media, national networks and relevant stakeholders. Assisting with planning and delivering events, launches and workshops. Ensuring consistent branding across all communications, in line with organisation and funder requirements (e.g., LEADER, SICAP, Erasmus +).
- Designing and overseeing the production of flyers, brochures, reports and promotional materials.

### **4. Monitoring, Reporting and Evaluation**

- Tracking and analysing web traffic, social media engagement and PR reach to inform future activity.
- Producing quarterly reports and campaign summaries for internal and external stakeholders.
- Ensuring accessibility, GDPR compliance and alignment with Meath Partnership's policies.
- Developing and implementing plans for handling negative publicity or communications crises (if needed).

This job description is intended to outline the key accountabilities and responsibilities attaching to this position. It is not intended to be an exhaustive list of all duties or activities. A flexible approach to emerging organisational and programme tasks is essential.

## **Educational Qualification or Professional Attainment**

- Possession of an educational or professional qualification relevant to Communications, Marketing, Graphic Design, Media, Public Relations or a related field.

## **Essential Knowledge and Experience**

- Minimum of 2 years' experience in a communications, digital marketing or publicity role.
- Proven ability to write, edit and produce content tailored to different audiences and platforms.
- Experience in managing websites (e.g. WordPress) and using social media tools for public engagement.
- Strong visual communication skills and understanding of branding principles.
- Excellent written and verbal English skills, with strong attention to detail.
- Excellent organisational and time management skills with the ability to meet deadlines.
- Strong IT skills including Microsoft Office, Mailchimp, Survey Monkey, Eventbrite etc. and digital editing tools.
- Ability to work both independently and collaboratively across teams.

## **Desirable Skills, Abilities and Experience**

- Experience using design tools and video editing software (e.g. Canva, Adobe Creative Suite, CapCut etc.).
- Familiarity with rural development, community engagement or EU-funded programmes.
- Understanding of inclusive and accessible communications and GDPR compliance.
- Experience working in a not for profit, community or public sector setting.
- Photography or multimedia production skills.
- Knowledge of Irish or additional European languages is an advantage but not essential.

## **Terms of Employment**

One full-time, fixed-term position is available, working 37.5 hours per week.

The nature of the work may require working some unsocial hours i.e. evenings and weekends. A full driving licence and access to own transport is essential. This post may be subject to Garda Vetting in line with Meath Partnerships policy.

### **Duration**

This is a 12 month, fixed term contract. Any extension to the contract of employment will be subject to the availability of funding.

### **Location**

Successful candidates will be based in Meath Partnership's Head Offices, located at Units J & K, Kells Business Park, Cavan Road, Kells, County Meath.

Meath Partnership is committed to supporting a healthy work-life balance for all employees. This role includes both hybrid-working (a mix of office-based and remote work) and flexi-time arrangements (start between 8am-10am and finish between 4pm-6pm) which offers greater flexibility in how and when you work.

## Salary

The salary range on offer is €38,000.00 - €42,000.00 per annum, commensurate with experience.

## Leave

The annual leave entitlement is twenty (20) days per annum, pro-rata for shorter periods. Entitlement to leave for Public Holidays is in accordance with the terms of the Organisation of Working Time Act 1997. Meath Partnership closes for five (5) days at Christmas; this time is additional to the annual leave entitlement detailed above.

## Additional Benefits

At Meath Partnership, we believe in supporting our team both professionally and personally. As a valued member of our organisation, you will benefit from a positive and flexible working environment that encourages continuous growth and wellbeing. Our benefits include:

- Professional Development & Education Support
- Flexible Working Options
- Paid Sick Leave Scheme

## Application Process

To apply, please submit the following to [info@meathpartnership.ie](mailto:info@meathpartnership.ie) (<mailto:info@meathpartnership.ie>):

- A brief cover letter including personal statement demonstrating how you meet the above-mentioned requirements for the position (no more than 500 words) which must communicate your relevant experience
- A curriculum vitae summarising your qualifications and work experience to date.

Applications should be clearly marked "Communications and Public Engagement Officer".

Applicants will be shortlisted on the basis of information provided in their application.

**Closing Date:** The closing date for applications is 12pm, 25th July 2025. Late applications will not be considered.

***Meath Partnership is an equal opportunities employer. We are an organisation that embraces diversity and inclusion. We welcome applicants from diverse backgrounds and encourage these individuals to bring their experiences and perspectives to Meath Partnership. All information will be held in line with Meath Partnerships GDPR policies.***

### Region

Co Meath

### Date Entered/Updated

23rd Jun, 2025

### Expiry Date

25th Jul, 2025

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