



government supporting communities



Human Resources Pobal

Job Description

**Communications Coordinator (Social Inclusion &
Employment) – Grade 3**

About Pobal

Pobal works on behalf of Government, and in conjunction with communities and local agencies, to support social inclusion and local and community development. We do this by managing funding and providing support for programmes in the areas of Social Inclusion and Equality, Inclusive Employment and Enterprise, and Early Learning and Care.

Pobal is an Equal Opportunities Employer and welcomes suitably qualified applicants from all sections of society. Further information on how Pobal promotes Equality, Diversity & Inclusion (EDI) throughout our workplace for our staff can be found via this link. [Equality, Diversity & Inclusion Statement](#)

About Corporate Services

The Corporate Services Directorate provides high quality business support services to Pobal in the areas of Human Resources, Recruitment and Selection, Learning and Development, Communications, Facilities, Health & Safety, Business Planning, Corporate Projects, and Legal advice. We partner and work collaboratively with the business units in Pobal to provide professional expertise and advice to assist them in the delivery of their objectives

Job Description and Person Specification

Role	Communications Co-Ordinator
Directorate	Corporate Services
Unit	Corporate Communications
Grade	3
Reporting to	Anita Matthews

Role Purpose

The Communications Co-Ordinator will play an integral role on the Corporate Communications team and collaborate with other relevant internal teams across the organisation.

The Communications Co-Ordinator will provide valuable communications advice and support, specifically across the range of social inclusion and employment programmes administered by Pobal on behalf of Government, the EU and other agencies.

A key area for this role is the development, management and implementation of a communications strategy to support and enhance service excellence through communications, public relations, digital media and stakeholder engagement.

The role will involve working alongside multiple stakeholders internally and across the community and voluntary sector, Government Departments and with representative organisations.

The Communications Co-Ordinator will be responsible for preparing communications plans, coordinating programme / scheme launches in collaboration with funding partners, developing media and social media campaigns and overseeing website updates and content development.

The Communications Co-Ordinator will be involved in areas such as programme specific communications, public relations, public affairs, issues management, internal communications, digital communications and social media.

Role Requirements

Role Requirement 1 Communications

- Management and implementation of Pobal's Social Inclusion Operations Communications Strategy.
- Coordinate communications associated with the delivery of new and existing programmes, taking account of Pobal's unique role and relationship with Government and various sectors.
- Supporting and assisting with communications, public relations and public affairs activities.
- Draft, edit and compile communication resources, including press releases, statements, briefings, website announcements, programme webpage updates.
- Manage and respond to media queries, funder queries and parliamentary questions in a timely and efficient manner, including relevant administration of same.
- Liaise closely with teams to monitor potential communication challenges and develop supports including media briefing materials and statements.
- Ensure streamlined and effective methods for communications with the various sectors.
- Work with the Corporate Communications team to manage and develop the Pobal brand and respond to internal and external queries

Role Requirement 2 Teamwork and Stakeholder Engagement

- Collaborate with and support a cross section of internal clients with varied communications requirements.
- Act as a key point of contact for Government Departments including Press Offices, Communications Units and Minister's Offices.
- To drive corporate communication priorities and ensure they are implemented successfully.
- Collaborate with community and voluntary and representative organisations, external vendors and suppliers as appropriate.
- Manage communications plans across various channels to ensure consistent messaging and effective engagement.

Role Requirement 3 Customer Service & Support

- Engage with internal and external stakeholders, including Government Departments and representative organisations.
- Act as a key point of contact and provide communications and public relations advice and recommendations associated with programme implementation.

- Keep up to date with topical issues and challenges impacting the community, voluntary, charity and social enterprise sectors. This includes media and social media monitoring.
- Support the coordination of large-scale events and meetings and circulate relevant communications and information subsequently.
- Support the planning, coordination and management of events and / or webinars

Role Requirement 4

General

- Ensure that policies and procedures are aligned with best practice, are well documented and communicated to others.
- Provide briefings/supports to staff in relation to enhancing communications campaigns and objectives.
- Any other duties within the general requirement of this job description which may be required from time to time.

Required Experience

- At least 5 years related experience in a large fast-paced environment.
- Experience in a communications role, which has included the following areas; media relations, corporate communications, public relations, public information campaigns or digital media.
- Ability to communicate complex information clearly to a range of stakeholders.
- Proficient in MS packages e.g. Word, Excel, Outlook, SharePoint.

Qualifications

- Relevant third level qualification (e.g. Degree or Masters), or equivalent gained in Public Relations, Communications or near related field is essential.

Other Relevant Information

- Desirable: Knowledge of the workings of the community/voluntary/charity/ public sector
- Desirable: Proficient in WordPress and / or similar content management system (CMS) used to build and manage websites.

Pobal Core Competencies - Grade 3

GRADE 3 COMPETENCIES	EFFECTIVE PERFORMANCE INDICATORS
 Delivery of Results	<ul style="list-style-type: none"> Assumes personal responsibility for and delivers on agreed objectives/ goals Manages and progresses multiple projects and work activities successfully Accurately estimates time parameters for projects and manages own time efficiently, anticipating obstacles and making contingencies for overcoming these Service excellence, instilling genuine commitment to meeting the need of each customer and appreciating the customer and their feedback as a valuable resource Ensures all outputs are delivered to a high standard and in an efficient manner Use resources effectively, at all times challenging processes to improve efficiencies Challenges poor results or failure to achieve acceptable performance standards
 Interpersonal and Communication Skills	<ul style="list-style-type: none"> Communicates in a fluent, logical, clear and convincing manner verbally and in writing Is able to listen effectively and develop a two-way dialogue quickly Maintains a strong focus on meeting the needs of internal and external customers & stakeholders Effectively influences others to take action Works to establish mutual understanding to allow for collaborative working Ensures that important team, department and organisational information is shared with employees and others as appropriate
 Analysis and Decision Making	<ul style="list-style-type: none"> Is skilled in policy analysis and development, challenging the established wisdom and adopting an open-minded approach Quickly gets up to speed in a complex situation, rapidly absorbing all relevant information/data (written and oral) Uses numerical data skillfully to understand and evaluate business issues Identifies key themes and patterns in and across different sources of information, drawing sound and balanced conclusions Sees the logical implications of taking a particular position on an issue Is resourceful and creative, generating original approaches when solving problems and making decisions
 People Management	<ul style="list-style-type: none"> Consults and encourages the full engagement of the team, encouraging open and constructive discussions around work issues Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise Values and supports the development of others and the team Encourages and supports new and more effective ways of working Deals with tensions within the team in a constructive fashion Encourages, listens to and acts on feedback from the team to make improvements Actively shares information, knowledge and expertise to help the team to meet its objectives
 Specialist Knowledge, Expertise and Self Development	<ul style="list-style-type: none"> Clearly understands the role, objectives and targets and how they fit into the work of the unit and Organisation. Develops the expertise necessary to carry out the role to a high standard and shares this with others Is proactive in keeping up to date on issues and key developments that may impact on own area and organisation Consistently reviews own performance self development and sets oneself challenging goals and targets
 Drive and Commitment to Pobal's Values	<ul style="list-style-type: none"> Consistently strives to perform at a high level Maintains consistent effort under pressure and is resilient to criticism or setbacks at work Demonstrates high levels of initiative, taking ownership for projects and demonstrating self sufficiency Is personally trustworthy and can be relied upon Upholds the highest standards of honesty, ethics and integrity

Terms & Conditions of Employment

Salary	Grade 3 salary scale (€58,848 - €74,112)
Contract Type	Fixed Term Contract until September 30 th 2026, subject to continuing Government funding
Probation	A probationary period of six months will apply
Pension	Defined contribution pension scheme
Annual Leave	26 working days, exclusive of public holidays
Travel & Subsistence	Travel and subsistence will be paid at public sector rates
Location	The role will be located in Dublin
Blended Working Policy	Pobal can offer combination of office based and remote working either from home or a pre-approved business hub on the island of Ireland

Selection Process

A shortlisting exercise will be employed. Eligible applications will be shortlisted according to how well the experience and skills as described by applicants match the needs of Pobal for this post. Those candidates whose applications, in the opinion of the review panel, appear best suited to the position will be short-listed for interview.

Deadline for application: September 3rd 2025

Applications will not be accepted after the closing date



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