

COMMUNICATIONS MANAGER

Job Title:	Communications Manager
Reporting To:	Head of Operations
Employer:	Donegal Local Development CLG (DLDC)
Main Purpose of Role:	<p>DLDC is a community-led local development company covering all of County Donegal except the Inishowen area. We work to improve opportunities for people and communities in Donegal to bring about positive changes in their own lives and in their community.</p> <p>An opportunity has now arisen for a communications manager to join the team. This is an excellent opportunity for an experienced communications professional to join a well-established (30 years) local development company, helping to showcase the valuable work DLDC does in the community.</p> <p>The Communications Manager will play a key role within DLDC in the planning, implementation and administration of Public Relations, Communications and Promotions for the Company. Ensuring that all communications support and reflect DLDC's strategy.</p> <p>They will lead the development and delivery of integrated communication strategies to raise awareness of DLDC work in the community, strengthen relationships with stakeholders, and highlight the organisation's impact in the community and across the county. This is a hands-on role that combines strategic communication planning with day-to-day delivery across digital, media, and traditional channels.</p>
SALARY:	€43,000 per annum gross, in accordance with Programme Coordinator salary scale
Conditions of Work:	<ul style="list-style-type: none"> • The successful candidate will be required to work 35 hours per week. • A probationary period of up to 6 months, with ongoing one-to-ones. • Main base will be in the Letterkenny Office; hybrid options apply following successful probationary period. • This is an indeterminate contract, subject to continued funding. • Benefits include: <ul style="list-style-type: none"> ○ Eligibility for a 6% employer-contributed pension scheme ○ 25 days annual leave & other leave options ○ Flexible and hybrid working options ○ Travel and subsistence allowance ○ Learning and development opportunities ○ Employee Assistance Programme
Main Duties	
1	<p>Communications Strategy & Planning</p> <ul style="list-style-type: none"> • Define, develop, and oversee the delivery of a Communications Strategy (internal & external) and Public Relations programme aligned with the DLDC's strategic objectives. • Develop internal communications plans at both strategic and tactical levels for internal initiatives, in conjunction with the CEO and Head of Operations, and assist with their implementation. • Regularly interact with senior leadership to influence strategy and guide programme communications. • Manage communications budgets, overseeing vendors and external agencies as required. • Develop communications policies and procedures to ensure best practice is in place; provide appropriate

	<p>training to staff.</p> <ul style="list-style-type: none"> Maintain consistency of messaging and branding across all communications outputs. <p>Content Creation & Management</p> <ul style="list-style-type: none"> Produce high-quality content, including press releases, newsletters, website and social media updates, annual reports, strategic plans, and programme materials. Develop branding and ensure standardised promotional materials across the company. Produce key company messaging and materials. Turn complex information into relevant, timely, engaging, and impactful content for internal audiences and external audiences. <p>Media & Public Relations</p> <ul style="list-style-type: none"> Help steer media queries; draft media materials and responses, identify and action news opportunities, and promote activities across DLDC to target audiences. Develop and strengthen relationships with key journalists, media experts, and outlets covering Local and Community Development. Ensure continuous monitoring of the external communications environment. Co-ordinate specific promotional projects, including the development and production of communication tools, organising launches and events, and delivering communications programmes and campaigns. <p>Digital & Social Media</p> <ul style="list-style-type: none"> Manage digital presence, including website updates, social media content, and e-communications such as newsletters, etc. Work with Programme Managers to identify social media content, engagement tactics, and execute social media campaigns. Develop and support the upkeep of the intranet and Social Media sites: creating and coordinating timely content. <p>Internal Communications</p> <ul style="list-style-type: none"> Support an internal communications culture that encourages clear transparent communications. Help ensure staff awareness and alignment with the Company's goals, values, and external messaging, and use of company branding on programme communications. <p>Monitoring, Reporting & Evaluation</p> <ul style="list-style-type: none"> Monitor and report on communications metrics and outcomes to inform strategy and demonstrate impact. Ensure media evaluation and reporting for campaigns and awareness is monitored and reported to ensure effective delivery. Ensure information of targeted audiences is kept up to date for all relevant launches and company updates. 	
Core Competencies		Essential
1	Knowledge & Experience	<ul style="list-style-type: none"> A relevant third level qualification in Journalism, PR or Communications. A minimum of 3 years' experience working in Journalism, PR or Communications function.
2	Interpersonal & Liaison Skills	<ul style="list-style-type: none"> The ability to build a rapport and establish positive relationships with others The ability to positively influence the behaviour of others The ability to see for ways to develop team members in their role
3	Project Management Skills	<ul style="list-style-type: none"> You will be required to be a flexible, motivated, self-starter who can communicate effectively and have good self-management and administration skills.

		<ul style="list-style-type: none"> You will demonstrate the highest integrity in delivering a programme of work. You will be required to demonstrate excellent planning and organizing skills and the ability to remain calm under pressure
4	Communication skills	<ul style="list-style-type: none"> You will have demonstrable experience of forming good working relationships with Staff, combined with excellent communication and listening skills. You will be confidential by nature with excellent verbal and written abilities.
5	Technical skills	<ul style="list-style-type: none"> Impactful content creator via press releases, copywriting, presentations, videos, social media sites etc Experience of creation of communication strategies and campaigns Experience in website, intranet and social media editing and content input. Experience with graphic design software to create attractive internal and external communications materials Proficiency with statistical/survey/information gathering practices and software Proficiency in relevant software and packages including Microsoft Office suite
6	Other	<ul style="list-style-type: none"> Experience of team/group facilitation. You must hold a clean, current driving license and access to own transport. Ability to communicate fluently in English Must have valid permission to work in Ireland.
Core Competencies		Desirable
<ul style="list-style-type: none"> Knowledge & Experience 		<ul style="list-style-type: none"> Sound knowledge and understanding of the workings of Government, its Departments and Agencies Sound knowledge and understanding of the workings of the not-for-profit and community sector Sound knowledge of community development, rural development and labour activation policy and programmes
DLDC reserve the right to enhance criteria, dependant on response to the advertisement. A panel may be formed from this recruitment process.		

Application Process

- To apply for the position, **please submit by email a Letter of Application together with current Curriculum Vitae, clearly outlining how you meet the criteria, including the provision for drivers licence & access to own transport**, to: HR Department by Email to: vacancies@dldc.org
- The closing date for receipt of applications is **22nd September 2025**
- Interviews are likely to take place in the week of **29th September 2025**.

We reserve the right to enhance the shortlisting criteria. A panel may be formed from which similar vacancies may be filled.

DLDC is an equal opportunities employer and welcomes applications from all suitably qualified applicants. We have measures in place to ensure that no job applicant receives less favourable treatment on the grounds of race, gender, civil status, family status, age, disability, religion, sexual orientation or membership of the Traveller Community. If you require any accommodations during the recruitment process, please let us know, and we will work with you to meet your needs.