

MY CAREER PATH

JACOB



poistphoiblí
publicjobs

Jacob is a Communications Officer (Executive Officer level) in the Department of the Taoiseach.

“The Civil Service offers opportunities to work on some of the biggest issues facing the country, Europe and the world. It’s definitely underestimated as a serious career opportunity for young people.”



I studied Single Honors History in Trinity College Dublin. While in college, I was heavily involved in The University Times newspaper and Trinity FM, with the view of working as a journalist in the future.



I completed internships with Irish media companies every summer and started an internship with Off the Ball in Newstalk during my final year of study. This internship turned into regular freelancing work with Off the Ball, Newstalk and RTE.



I was always hugely interested in current affairs, government, and politics, but I had actually never considered working in the civil service.



When the pandemic hit, my freelance work dried up. A friend sent the job advert on Publicjobs.ie and suggested it to me and I considered there was no harm applying. I didn’t quite know what I was getting myself in for.



I applied for a Communications Officer role in the Civil Service, while also studying a Postgraduate Diploma in Social Media and Media Law in the King’s Inns.



A typical day involves attending events with the Taoiseach, taking photos, recording content, editing all the content together and then posting it across our social media channels.



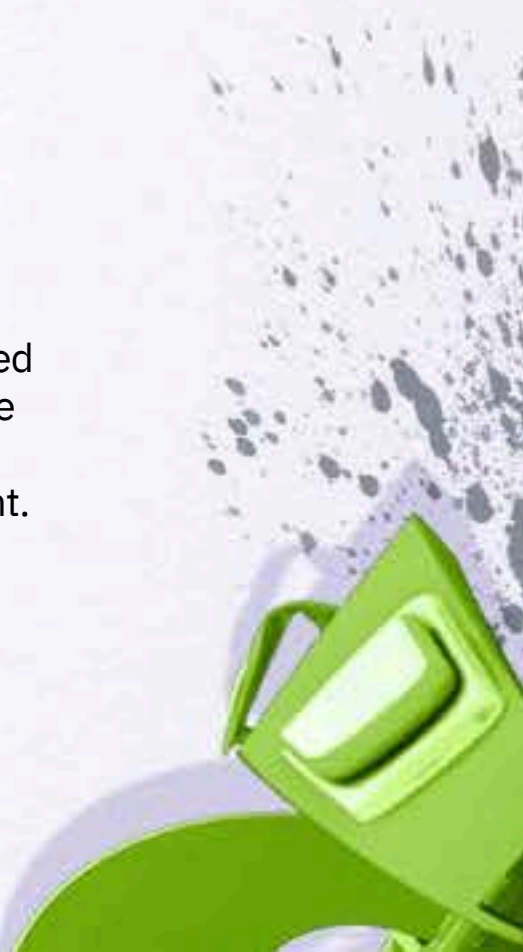
Our team contributes to content on cross-Government campaigns like Housing, Covid-19, Climate Action and the humanitarian response to Ukraine.



We also liaise with a lot of colleagues across different departments and agencies to ensure that cross-Government campaigns are in line with Government’s identity and our communications goals.



While in the Civil Service I have continued to develop my skills and training. I have completed courses on Photoshop, InDesign, Excel and Project Management.



Job Specification – Communications Officer



DEPARTMENT	Department of the Taoiseach
SALARY	Starting at €36,544 per annum *subject to change
ROLE DESCRIPTION	<p>The Communications Officer post is a multi-faceted role. In this role you will be involved in a variety of disciplines, such as internal communications, external communications, media relations (traditional and social), events, campaigns and customer service. The post presents a range of exciting opportunities to serve the public through the development of clear, informative and citizen focused communications in support of the work of your Department/Agency.</p> <p>Depending on the civil service organisation, the following is an overview of the type of responsibilities and tasks required of the successful candidate:</p> <ul style="list-style-type: none">• Preparing briefing documents and press releases• Summarising complex information in easy-to-understand formats for a variety of audiences with different needs.• Planning and developing content for social media campaigns.• Updating and editing Departmental websites.• Overseeing of and compiling of Departmental events calendar.• Developing and supporting stakeholder consultation programmes.• Contributing to the development of major communications programmes.• Creating content for social media, websites and other channels as required including photography, videography, and graphics.• Collaborating effectively with teams to ensure the delivery of high-quality work in a timely manner• Managing enquiries from journalists and other media contacts via telephone and email.• Arranging and organise eventing, interviews, launches, photocalls and press conferences.• Monitoring current affairs across print, broadcast and digital, including Oireachtas business, and media coverage of the relevant organisation.• Supporting the implementation of systems to ensure the smooth running of the communications function.• Supporting the delivery of internal communications programmes.• Ensuring day-to-day support for managers as required.• Dealing effectively with a broad range of information sources and identify key issues and trends.• Making effective recommendations for communications activities.• Carrying out any other duties relevant to the role which may be identified from time to time.



Job Specification – Communications Officer



REQUIREMENTS	<p>Essential Applicants for this position must, on or before the closing date:</p> <ol style="list-style-type: none">1. A qualification of at least Level 7 on the National Framework of Qualifications (NFQ) or NARIC Ireland Foreign Qualifications equivalent in Multimedia/Communications, Marketing, Public Relations or Journalism and some relevant experience in 2 or more of the following areas: Multimedia/Communications, Press Office, Marketing, Public Relations, Journalism.or2. At least 2 years relevant experience, working in 2 or more of the following areas: Multimedia/Communications, Press Office, Marketing, Public Relations, Journalism.and3. Experience in using and updating social media platforms (such as Facebook, X, Instagram, YouTube, LinkedIn, etc) in a work environment and an in-depth understanding of how each platform can be deployed in different scenarios.4. Good knowledge and understanding of the media landscape across print, broadcast and digital platforms.5. Experience in branding and working with external agencies to deliver professional material.6. Experience in basic design, including formatting of documents and other communications materials.7. The ability and skills to use appropriate information and communications technology including a good level of proficiency in using Microsoft Office packages.8. Good research and editorial skills.9. Excellent written and verbal communication skills with the capacity to present material in a clear, concise and comprehensive manner.10. The ability to work calmly under pressure and deal with multiple demands and competing priorities to extremely tight deadlines.11. The ability to work effectively as part of a team.12. Strong organisational skills and be creative and proactive in voicing ideas.13. A commitment to achieving quality results and ensuring all tasks are completed to a very high standard.14. A willingness to share ideas and information with the purpose of achieving a particular result.15. Be motivated, flexible and willing to adapt, positively contributing to the implementation of change and be capable of using own initiative as and when appropriate.16. The ability to absorb new information quickly, understand new concepts and relationships, and the awareness to focus on important information.17. Excellent interpersonal skills with the ability to network, build relationships and successfully engage and collaborate with internal colleagues and a variety of external stakeholders.18. An understanding and sensitivity in dealing with others and be persuasive when communicating in general.19. The self-confidence necessary to cope with challenging situations and capacity to be resilient.20. A keen interest in public affairs and be committed to the concept of Public Service.
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Job Specification – Communications Officer



REQUIREMENTS <i>continued</i>	<p>Desirable</p> <ul style="list-style-type: none">• Experience of photography, videography including video editing packages• Experience in graphic design or content creation for social media• Experience in marketing/public awareness campaigns• Experience of dealing with media queries• Experience in event management • Experience working with a wide range of IT products <p>Eligibility to compete is open to citizens of the European Economic Area (EEA), UK, Switzerland or non-EEA citizens with a Stamp 4 Visa</p>
APPLICATION PROCESS	<p>The selection may include:</p> <ul style="list-style-type: none">• shortlisting of candidates on the basis of the information contained in their application• a competitive preliminary interview• Pre-recorded video Interview • completion of online questionnaire(s)• presentation or other exercises• a final competitive interview• remote interview• work sample/role play/media exercise and/or any other tests or exercises that may be deemed appropriate

