



Internal Communications Manager Role Profile

A. Details

Position:	Internal Communications Manager
Grade	Higher Executive Officer (HEO)
Whole time equivalent	Full-time (35 hours per week)
Reports to:	Communications Director
Duration:	Permanent

B. Department & Role Overview

The Arts Council is the Irish Government's agency for supporting and promoting the arts in Ireland. We work in partnership with artists, arts organisations, public policy makers and others to build a central place for the arts in Irish life. An exciting permanent opportunity has arisen in our Communications Department.

The Arts Council is looking to recruit a highly motivated and experienced Internal Communications Manager. The successful applicant will be given the opportunity to be part of a dynamic Public Body and highly motivated and busy team.

C. Key Responsibilities

- Manage internal communications function;
- Implement internal communications strategy;
- Devise and implement internal campaigns for a variety of Arts Council projects;
- Support Internal Communications Officer;
- Liaise with internal colleagues as required;
- Work closely with other members of the Communication Department;
- Assist Communications Director as required;
- Additional communications activities as needed.

D. Skills Knowledge and Experiences

- Completed training in internal communications;
- Demonstrable success in leading all aspects of internal communications;

- Excellent communication skills, both written and interpersonal, including the capacity to deal with situations requiring diplomacy and tact;
- Experience in people management;
- Excellent administrative and organisational skills;
- Strong creative ability and idea generation;
- Strong project management skills;
- Excellent ICT skills including Word, Excel, Outlook;
- Ability to work well in a team environment and be self-motivated and able to manage own workload;
- A commitment to high standards of public service;
- The ability to communicate through the Irish language, both verbal and written, is desirable but not essential.

Desirable:

- A relevant third level qualification;
- Knowledge of the public sector.