



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 national government agency for funding, developing and promoting the arts in Ireland. Its role is to advocate, advise, invest and work in partnership with others, to cultivate a vibrant arts environment at the heart of Irish society. Established by Statute in 1951, the Arts Council is guided by the Arts Act 2003 and is an expert, autonomous body.

The Arts Council recognises that the arts have a central and distinctive contribution to make to our evolving society. Our current strategic focus is on supporting artists, public engagement, strategic investment, spatial and demographic planning, and developing capacity.

The Arts Council's work is underpinned by a set of values that includes freedom of thought and expression, commitment to excellence, integrity, accountability and transparency, respect for diversity and collegiality.

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 an expert communications professional with experience in internal communications. They will manage this new function and be responsible for the Arts Council's strategic internal communications. This will involve creating and delivering communications campaigns to colleagues in support of the delivery of the Arts Council organisational strategic objectives.

This is an opportunity to be part of a dynamic Public Body and a highly motivated and busy team.

C. Key Responsibilities

- Manage internal communications function;
- Develop strategic internal communications function;
- Deliver internal communications campaigns to staff;
- Support Internal Communications Officer to assist with delivery;
- Liaise with internal colleagues as required;
- Work closely with other members of the Communication Department;
- Work on external communications campaigns as required;
- Support Communications Director as required;
- Report on data and insights from function;
- Additional managerial activities as needed.

D. Skills Knowledge and Experiences

- Experienced communications professional;
- 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;
- Excellent relationship builder;
- 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 public sector.