



**An Chomhairle Oidhreachta  
The Heritage Council**

# **Candidate Information Booklet**

## **Communication Administrative Officer (Permanent)**

**The Heritage Council is committed to a policy of equal  
opportunity.**

**Closing Date for Applications**

**29<sup>th</sup> April 2026**

**(Late applications will not be considered)**



## **The Organisation**

Established under The Heritage Act 1995, The Heritage Council is a public body whose mission is to develop a wide understanding of the vital contribution that our heritage makes to our social, environmental & economic well-being. For further details visit [The Heritage Council website](#)

The Heritage Council in Kilkenny has grown significantly in recent years as its role in protecting, promoting, and supporting Ireland's heritage has expanded. With increasing responsibilities across areas such as conservation, community engagement, research, and heritage education, the organisation has become a central driver of heritage initiatives at both local and national levels. As demand for its programmes and services continues to rise, the need for additional staff has become increasingly important to ensure the Council can effectively manage its growing workload and continue delivering high-quality support to communities and heritage projects throughout the country.

The Heritage Council in delivering a recruitment campaign across several sections within the organisation. This campaign reflects the continued growth and expanding remit of the Heritage Council and aims to attract skilled professionals to support its work in heritage conservation, community engagement, policy development, and programme delivery.

## **The Position**

### **Background**

The Heritage Council established a dedicated Communications and Public Affairs function in 2022, marked by the appointment of a Head of Communications and Public Affairs. This development reflected a growing recognition of the importance of strategic communications in supporting the organisation's mission to protect, promote and enhance Ireland's heritage.

Since 2020, the organisation has experienced significant growth, with staff numbers doubling and further expansion anticipated in the coming years. This growth has brought increased scale and complexity to the Council's work, alongside a corresponding rise in demand for communications support across all programme areas. Colleagues are increasingly seeking



expert guidance in promoting their work, engaging stakeholders and ensuring that key messages are communicated effectively to a wide range of audiences.

This evolution has also highlighted the need for a more structured and proactive approach to internal communications, ensuring clarity, consistency and alignment across the organisation as it continues to grow.

The establishment of an Administrative Officer role within the Communications and Public Affairs team represents an important step in building this capacity. The successful candidate will play a central role in supporting more coordinated communications planning, enhancing internal communications, and enabling the team to deliver more consistent and high-quality content. The role will also support the development of increased public engagement opportunities, including heritage-focused conferences and events.

As the organisation continues to expand, it is essential that the work of colleagues across all areas is effectively communicated. This role will help ensure that the Heritage Council continues to raise awareness of the important and impactful initiatives being delivered in support of Ireland's heritage.

## **The Role**

The Heritage Council is now seeking applications from suitably qualified candidates with relevant experience for the position of **Communications Administrative Officer**.

Reporting to the Head of Communications and Public Affairs, the post-holder will be responsible for a wide variety of the Heritage Council's key communications priorities with a specific function to lead and coordinate the organisation's internal communications, develop and implement content creation and marketing plans, to manage Heritage Council events and public engagement activities and to develop and implement the organisation's approach to impact evaluation of its activities.



# Main duties and responsibilities

## 1) Internal Communications

- Develop and deliver an internal communications plan with clear objectives, audiences, deliverables and measurable outcomes.
- Act as the central coordinator for internal communications, reducing fragmentation by planning, sequencing and quality-controlling internal outputs across the organisation.
- Introduce and maintain a structured schedule for all-staff communications to minimise clashes and overuse, improve relevance, and support timely dissemination of priority messages.
- Plan, create, edit and publish high-quality content across internal channels, ensuring communications are accurate, accessible, staff-appropriate and consistent.
- Curate and promote staff and organisational stories that recognise delivery, strengthen connection to mission and values, and support engagement initiatives (including DEI, wellbeing and sustainability messaging as appropriate).
- Coordinate internal events and engagement initiatives including planning, communications materials, scheduling, and post-event follow-up/feedback capture.
- Implement and maintain two-way staff feedback mechanisms, including surveys and ongoing feedback routes, and translate insights into practical improvements to channels, content and engagement.
- Support CEO and SMT internal communications, including coordinating leadership updates, drafting staff messages, preparing speaking notes, and creating presentations and briefing packs by gathering and synthesising input from across the organisation

## 2) Impact evaluation and measurement

- Establish a framework for measuring and tracking the effectiveness of the organisation's activities and campaigns



- Provide measurement and reporting on the organisation's internal and external communications performance (e.g. engagement analytics, feedback and survey findings), producing recommendations and action plans for continuous improvement.
- Track media reach, campaign impact and stakeholder engagement
- Assist with preparation of Board and SMT communications updates

### **3) Public engagement**

- Establish a framework to manage the organisation's visibility at conferences, events, exhibitions etc.
- Work across teams to manage the logistics associated with the organisation's presence at public events
- Coordinate and manage the process of collating and publishing the organisation's Annual Report
- Support the Head of Communications in the delivery of the public affairs strategy, including engagement with elected representatives, large-scale conferences and events etc.

### **4) Content creation**

- Develop and implement a content creation plan for the organisation
- Establish a framework for the regular creation of digital material highlighting the work of the organisation

### **5) National Heritage Week**

- To support the delivery of National Heritage Week in collaboration with the National Heritage Week Programme Manager



And other duties as may be assigned by the line manager or CEO.

The responsibilities outlined in this job description should not be regarded as comprehensive in scope and may be added to or altered as required, in line with the requirements of The Heritage Council.

## **Education, Training and Experience**

### **Essential Requirements**

Candidates must demonstrate the following:

- A recognised third-level qualification (minimum NFQ Level 7) in communications, public relations, journalism, marketing, business/public administration or a related discipline, or equivalent relevant professional experience.
- Demonstrable experience delivering internal communications and/or employee engagement activity in a multi-stakeholder organisation.
- Excellent writing, editing and proofreading skills, with the ability to translate complex information into clear, staff-appropriate communications and presentations.
- Experience of content creation through video, photography, writing, audio
- Knowledge of tools and approaches to effective impact measurement and metrics gathering
- Strong stakeholder management skills, including the ability to gather input from multiple teams, negotiate priorities and deliver consistent outputs with appropriate approvals.
- Strong event management skills and/or experience
- Strong organisational and project management capability, with evidence of managing multiple deliverables and deadlines and maintaining a structured communications calendar/schedule.
- Strong digital capability and hands-on experience using Microsoft 365 tools and platforms to publish and manage internal communications content (e.g. SharePoint).



- Evidence of using data and feedback to measure impact and improve communications (e.g. analytics, survey findings, engagement reporting).

## **Desired Requirements**

The ideal candidate will also have:

- Experience designing and delivering internal communications/engagement surveys, including benchmarking, analysis and action planning.
- Demonstrated experience developing an internal communications strategy/framework.
- Strong storytelling capability
- Experience supporting senior stakeholders with speechwriting, speaking notes and high-quality presentation materials, including coordination of background briefing content.
- Knowledge of public sector governance/procurement environments and/or experience operating within controlled communications processes.
- General understanding/knowledge of the Irish heritage sector and/or familiarity with the Heritage Council's functions and policy environment.
- Practical capability in visual/digital content production (e.g. posters, basic video, digital screens) and/or experience with Content Management System (CMS) platforms beyond SharePoint.
- The ability to communicate through the Irish language, both verbal and written.

## **Citizenship Requirements**

Eligible candidates must be, on the latest date for receipt of completed application forms;

(a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or

(b) A citizen of the United Kingdom (UK); or

(c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or



- (d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; or
- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

**To qualify candidates must be eligible by the date of any job offer.**

## **Conditions of Service**

### **Tenure**

The post is a whole-time, permanent position

### **Salary**

The position is analogous to the Civil Service Grade of Administrative Officer. The (PPC) salary scale, including the required pension contribution, is set out below.

<b>Point 1</b>	<b>Point 2</b>	<b>Point 3</b>	<b>Point 4</b>	<b>Point 5</b>	<b>Point 6</b>
€40,768	€43,464	€44,236	€47,613	€51,950	€55,395
<b>Point 7</b>	<b>Point 8</b>	<b>Point 9</b>	<b>Point 10</b>		
€58,977	€62,606	€66,233	€69,849		

**\*Long Service Increment 1 €72,353**

**\*\*Long Service Increment 2 €75,789**

\*After three years' service at Point 7. \*\*After three years' service at Long Service Increment 1.  
(Pay scale as of **1<sup>st</sup> February 2026**)

Candidates should note that entry will be at the minimum of the salary scale and the rate of remuneration, including incremental progression, will not be subject to negotiation and may



be adjusted from time to time in line with Government pay policy. Different terms and conditions may apply if you are currently a serving civil or public servant. The salary shall be fully inclusive and shall be as determined from time to time. Holders of the post shall pay to The Heritage Council any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their employment or in respect of services which they are required by or under any enactment to perform. An allowance may also be payable in respect of travel expenses and subsistence.

It is the individual responsibility of former public or civil servant candidates to ensure their eligibility to apply. In particular, potential candidates who participated in a voluntary severance/redundancy or early retirement programs, received a redundancy payment or are in receipt of a public sector pension, should familiarize themselves with their individual conditions pertaining to public sector re-employment and declare same if applying.

### **Annual Leave**

The annual leave entitlement for this role (based on a full-time role) is 25 days per year, rising to 29 days after 5 years' service and 30 days after 10 years' service.

### **Place of Work**

The place of work will be The Heritage Council headquarters, Áras na hOidhreachta, Church Lane, Kilkenny.

### **Blended Working**

The Heritage Council is pleased to offer a blended working model that supports both collaboration and flexibility.

### **Flexible Working**



The Heritage Council is committed to providing a supportive and modern working environment and is pleased to offer flexible working arrangements as part of this recruitment campaign. Recognising the importance of work life balance, the organisation supports a range of flexible options, including blended working, flexible start and finish times.

### **Hours of Attendance**

The standard working week is 35 hours.

The successful candidate will be required to work additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations.

### **Probation**

There shall be a period after the appointment takes effect during which the appointed person shall hold such employment on probation. Such period shall be six months, but the Chief Executive may, at her discretion, extend such period. A person may cease to hold such employment at the end of this period at the discretion of the CEO.

### **Retirement / Superannuation**

The appointee will be offered the appropriate superannuation terms and conditions as prevailing in at the time of being offered an appointment.

Effective from 1<sup>st</sup> January 2013, The Single Public Service Scheme applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks.

All new entrants to pensionable public service employment on or after 1 January 2013 are members of the Single Scheme.

Retirement Age will be determined by the terms of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004. The Act introduces new retirement provisions for new entrants to the public service appointed on or after 1<sup>st</sup> April 2004.



The above represents the principal conditions of employment and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in a detailed employment contract to be agreed with the successful candidate.

## **Application Process**

### **Selection Methods**

The selection process may include any or all the following:

- Shortlisting of candidates. The number of candidates to be invited for interview shall be determined by The Heritage Council. The shortlisting will be carried out by or on behalf of The Heritage Council against criteria specified for the position and only on the basis of the information contained in the candidate's application form.
- An interview which may include a presentation by the candidate.
- A second interview which may also include a presentation or other exercise.
- The Heritage Council may create a panel from which future vacancies at the specified grade may filled.

It is the intention to hold interviews at the offices of The Heritage Council. The Heritage Council may hold interviews via remote technologies. It is the responsibility of the interviewee to ensure that he/she has access to adequate facilities to enable them to participate in online interviews. The Heritage Council will not be responsible for any expense a candidate may incur in attending an interview.

## **How to Apply**

To apply, please email a cover letter (no more than two pages) to Kayleigh Greene at [Kayleigh@excelrecruitment.com](mailto:Kayleigh@excelrecruitment.com), with the role title in the subject line, outlining why you are interested in the opportunity and where you believe your skills, knowledge and experience meet the requirements of the role. Additionally, please attach a comprehensive curriculum vitae (C.V.) clearly showing the relevant achievements and experience in your career to date.



## **Candidates with Disabilities**

The Heritage Council is committed to equal opportunities for all candidates. If you have a disability or require reasonable accommodations during the recruitment process, we encourage you to let us know to ensure that you receive the support that you need. Requiring adjustments or reasonable accommodation will not have any impact on the selection process and all information disclosed will be treated in the strictest confidence.

## **Closing Date**

Please note the latest receipt for applications is 29<sup>th</sup> of April 2026. Any applications received after the closing date and time will not be considered.

## **Deeming of Candidature to be withdrawn**

Candidates who do not attend for interview when and where required by The Heritage Council, or who do not, when requested, furnish such evidence as the Council requires regarding any matter relevant to their candidature, will have no further claim to consideration.

## **Period of Acceptance**

The Heritage Council will require the person to whom appointment is offered to take up the appointment within a period of not more than one month and if he/she fails to take up the appointment within such period or such longer period as or such longer period as the Council in its absolute discretion may determine, the Council shall not appoint her/him.

## **Canvassing**

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise to influence in the candidate's



favour, any member of the staff of The Heritage Council or person nominated by The Heritage Council to interview or examine applicants, will automatically disqualify the candidate from the position being sought.

## **Garda Vetting**

Garda vetting may be sought in respect of individuals who come under consideration for appointment. The applicant will be required to complete and return a Garda Vetting form should they come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all addresses at which they have resided.

## **Health**

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. For the purpose of satisfying the requirement as to health, it may be necessary for the successful candidate, before they are appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the Council.

## **Enquiries/Further Information**

If you require additional information or to arrange a confidential discussion in relation to the opportunity, please email [Kayleigh@excelrecruitment.com](mailto:Kayleigh@excelrecruitment.com).

## **General Information**

### **Legal Compliance**

The Heritage Council are committed to complying with all relevant legislation over the course of this recruitment campaign, including the Employment Equality Acts 1998-2015, the Employment (Miscellaneous Provisions) Act 2018, the Data Protection Acts 1988 - 2018, and the Freedom of Information Acts, 1997, 2003 and 2014.



## **GDPR Compliance**

The Heritage Council collects, processes, and stores personal data, as provided by applicants when applying for the role available. The data provided by applicants is collected, recorded, stored, retained, and destroyed in compliance with the Data Protection Acts 1988 - 2018.

## **Use of Recording Devices**

The use of recording equipment is prohibited during the application and interview process.

## **Candidate Obligations**

Candidates must not knowingly provide false or misleading information.

Candidates must not interfere or compromise the competition process in any way.

