



Maynooth University Ollscoil Mhá Nuad

Office of External Relations Communications Officer (3-year contract)

The Role

Maynooth University is seeking an experienced Communications Officer with a strong track record as a former journalist/public relations/press officer to enhance the reputation of Maynooth University at a time of exciting change.

The role requires wide-ranging communications knowledge and a skillset applicable to external communications with a particular focus on scoping out and targeting appropriate stories for a range of media. The candidate will have a strong news sense and accurate writing/editing skills to assist in media promotions and public relations for university initiatives, announcements, research and events.

The postholder will report to the Head of Communications and work collegially within the communications, digital and marketing team. They will work with faculties, departments, institutes and centres across the university to positively enhance the public profile and reputation of Maynooth University.

The postholder will collaborate collegially across teams within the External Relations Office including Alumni Relations, Partnerships and Events.

Principal Duties

Administrative and other duties:

This will include:

- Reporting to the Head of Communications and supporting the implementation of the University's communications plan across a range of activities to promote and enhance the reputation of Maynooth University and deliver upon objectives in the University Strategic Plan 2023-2028.
- Sourcing strong news/features to raise the public profile of MU; writing & editing diverse content for press releases, media notices and publications, for a range of external platforms including website, digital/social media and video.



- Liaising with staff across the university's units and faculties,/departments in response to requests for collaborations, including media and online promotions.
- Point of contact for media queries and requests, sourcing timely and accurate responses and/or identifying senior university contacts for response.
- Providing media relations/PR for university staff on newsworthy research topics to convey in an accessible way for wider public/media appeal.
- Assistance in researching, developing storylines/angles/messages & writing briefs for media
- Working closely with the Digital team in the creation and dissemination of social media messaging, story packages, identifying and procuring photography/images, support in the creation of digital video content.
- Working as part of the Communications team on MU announcements for events, including press conferences, corporate stakeholder events/webinars and in preparing media kits.
- Working with the Development and Alumni Relations Team to create and support specific written content, including the Alumni magazine.
- Media monitoring and collaborative circulation to staff/stakeholders of relevant items, preparing media evaluation reports.
- Availability for occasional after-hours work as deadlines/enquiries demand.

The ideal candidate will have:

Essential:

- A minimum 4 years' experience working in communications, media/public relations and or/journalism, preferably in a busy agency, communications/press office or newspaper/media platform environment.
- Ability to identify storylines and create accurate and concise content/messaging for both general and digital/social media.
- Superior writing and editing skills, targeted to different audiences and with a particular expertise in journalism-style writing (news and features).
- Third level degree qualification in a relevant area.
- Ability to convey complex research material in an accessible way for wider public appeal.
- Working knowledge of web editing/online tools including photo resizing/digital/social media platforms along with Microsoft Word and Excel.
- Experience working at press conferences and events.
- Meticulous attention to detail, strong interpersonal communications skills.
- Ability to accurately assess media opportunities and evaluate risks.
- Ability to work well within a team under pressure and to deadlines.
- Interest in an academic environment, new and explorative research.
- Pro-active thinking; ability to think creatively about new avenues to promote the University.
- Knowledge of and interest in the Irish media landscape.

Desirable:

- Knowledge or experience working in or with the third-level sector.

Office of External Relations

Led by the Vice President of External Affairs, the Office of External Relations manages and advances the reputation of Maynooth University nationally and internationally by engaging with the public, our graduates, and our colleagues to support the objectives of the University Strategic Plan 2023-2028.



We strive to use new and creative ways to tell the stories of Maynooth University — our academic excellence and world-class research to meet societal challenges, our diversity and inclusivity, and our inspiring students and alumni.

We oversee the University's external and internal communications activities, including:

- media and public relations
- marketing campaigns
- brand identity
- digital presence (including the University website and its social media channels)
- alumni relations
- fundraising and development activities

The University

Maynooth University is a very distinctive university, a collegial institution focused on science and engineering, humanities, and social sciences, and equally committed to research, teaching and community engagement. Located in Ireland's only university town, its distinctive features and character owe much to its unique history and heritage. It provides a high-quality educational experience to over 15,000 students on a campus with 18th century roots and 21st century dynamism.

The strategic trajectory and accomplishments of Maynooth University, in the 25 years since its establishment as an autonomous public university, are exceptional, and a source of great pride to the university community, staff, students and alumni. Maynooth University is now acknowledged to be one of the leading young universities in the world, and in 2022 ranked # 1 in Ireland in the latest Times Higher Education (THE) Best Young University Rankings. Maynooth University's growing global reputation is based on the originality, quality, importance and impact of its research and scholarship, commitment to teaching and learning, the quality of academic programmes, and its leadership in widening participation in higher education. The sources of success are the dedication of its staff and the energy and engagement of its students.

Maynooth University is a place of lively contrasts – a modern institution, dynamic, rapidly-growing, research-led and engaged, yet grounded in historic academic strengths and scholarly traditions. With over 15,000 students Maynooth offers a range of programmes at undergraduate, postgraduate and doctoral level in the humanities, science and engineering and social sciences, including business, law and education. The University also offers a range of international programmes and partnerships.

Maynooth's unique collegial culture fosters an interdisciplinary approach to research, which its world-class academics bring to bear in tackling some of the most fundamental challenges facing society today. The University's research institutes and centres consolidate and deliver this impact as vibrant communities of learning, discovery and creation. Research at Maynooth also is very much central to its teaching and the University prides itself on placing equal value on its research and teaching missions.

Principles and Values

Maynooth University is committed to the following values:

- Scholarly rigour;
- Academic freedom;
- Integrity and ethical behaviour;
- Collegiality, transparency and trust;
- Equality, inclusiveness and social justice;
- Operational excellence, organisational flexibility and responsiveness;
- Dignity, respect and care for the individual.



Maynooth University Strategic Plan 2023 – 2028

The University's Strategic Plan 2023 - 2028 builds on our rich academic history and strong foundations to set out an ambitious and forward-looking path for the future of our University. This roadmap underscores our commitment to adapt to a changing world while staying true to our values.

Our vision is to be a university of excellence, opportunity and impact, having a significant stake in all three.

For more information about Maynooth University's future direction, please visit:

<https://strategy.maynoothuniversity.ie/>

Plean Straitéiseach Ollscoil Mhá Nuad 2023 - 2028

Tógann Plean Straitéiseach na hOllscoile 2023 - 2028 ar ár stair acadúil shaibhir agus ar ár mbunchlocha láidre chun conair uailmhianach agus cheannródaíoch a leagadh amach do thodhchaí ár nOllscoile. Soiléiríonn an treochlár seo ár dtiomantas do dhul i dtaithí ar dhomhan atá ag síorathrú agus ár ngníomhaíochtaí a chur in oiriúint dó, agus san am céanna a bheith dílis dár luachanna Ollscoile. Is í an fhís atá againn a bheith mar ollscoil feabhais, deiseanna agus tionchair, agus lámh láidir a bheith againn i ngach ceann de na trí ghné seo.

Léigh anseo le haghaidh breis eolais faoi thodhchaí Ollscoil Mhá Nuad:

<https://strategy.maynoothuniversity.ie/?lang=ga>

Selection and Appointment

- Only shortlisted candidates will be invited to attend for interview;
- The interview process may include a presentation and practical skills test, eg a written exercise;
- Shortlisted candidates may be asked for examples of written work or published articles/content
- Appointments will be approved by the President based on the report of the selection board;
- It is anticipated that interviews will be held during the month of May/June
- The appointment is expected to be effective from as soon as possible thereafter.

Equality and Diversity

Maynooth University is committed to being a community that promotes and advances equality, respects and values diversity, and develops a collegiate environment of excellence with equality, in which the human rights and diversity of all are recognised and respected. We value the enrichment that comes from a diverse community and seek to promote equality and diversity, prevent discrimination and protect the human rights of each individual. We aim to reflect the diversity of the community we serve and welcome applications from all individuals across our society.

To learn more about our commitment to Equality and Diversity, please read the Maynooth University [Equality and Diversity Policy](#) / [Polasáí Comhionannais agus Éagsúlachta](#), and our policy on the [Employment of People with Disabilities](#). Additionally, as an [Athena SWAN Bronze Award](#) Institute, we are committed to advancing gender equality across the University.



Terms and Conditions

Tenure	This a full-time, temporary post, of 3 years duration.
Salary	Administrative Officer II (2024)*: €42,893 – €61,240 p.a. (9 points) Appointments will be made in accordance with public sector pay provisions.
Hours of work	A 35-hour working week is in operation in respect of full-time positions (pro-rated for part-time positions). This can be reviewed or adjusted from time to time through national agreements.
Location	The place of work is the campus of Maynooth University, Maynooth, Co. Kildare.
Annual Leave	Annual leave and public holidays are provided for in the University policy: https://www.maynoothuniversity.ie/human-resources/policies/annual-leave-policy Annual leave will be allocated on a pro-rata basis for part-time and temporary positions.
University policies and schemes	Employees of the University will be subject to the terms of the University policies and schemes, available on the University website at: https://www.maynoothuniversity.ie/university-policies https://www.maynoothuniversity.ie/human-resources/policies
Pension	This is a pensionable post. Employees of the University will enter into a public sector pension scheme, details of the schemes are available at: https://www.maynoothuniversity.ie/human-resources/pension-information
Eligibility	Applications from non-EEA citizens are welcomed, applicants should note that eligibility is determined by the Department of Enterprise, Trade and Employment. Further information regarding eligibility is available at: https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/employment-permit-eligibility/ Non-EEA applicants are responsible for ensuring they can secure a visa to travel to Ireland. Any offer of employment is conditional on applicants securing the appropriate employment permissions. Former Irish Public Service employees - Certain Restrictions on Eligibility Eligibility of applicants formerly employed by an Irish Public Sector body, and who availed of an Irish Public Service Redundancy or Incentivised Retirement Scheme under the Schemes below, may be affected: <ul style="list-style-type: none"> • Collective Agreement: Redundancy Payments to Public Servants • Incentivised Scheme for Early Retirement (ISER) • Department of Health and Children Circular (7/2010) • Department of Environment, Community & Local Government (Circular Letter LG(P) 06/2013)



	Applicants should ensure that they are eligible to be re-engaged in the Irish Public Service under the terms of such Schemes. Applicants should address queries with their former Irish Public Sector employer.
Garda vetting	Garda vetting or clearance may be required by the University.
Medical	The University may require a medical examination as a condition of employment.

Data Protection Law

Applications to the University will be treated in accordance with the University Data Protection Policies. For information on the University's Data Protection Policies and Privacy Notice, please see our website: <https://www.maynoothuniversity.ie/data-protection>

Application Procedure

Closing Date:

23:30hrs (local Irish time) on **Sunday, 12th May 2024.**

Please note all applications must be made via our **Online Recruitment Portal** at the following link:

<https://www.maynoothuniversity.ie/human-resources/vacancies>

Applications must be submitted by the closing date and time specified above. Any applications which are still in progress at the closing time on the specified closing date will be cancelled automatically by the system.

Late applications will not be accepted.

Maynooth University is an equal opportunities employer

The position is subject to the Statutes of the University

