

Marketing, Communications, and Events Co-ordinator

Job Description

Responsible to: Programme Manager on a day-to-day basis and to the CEO thereafter

Purpose of the role: To work as part of the EU Project Team to plan, produce and oversee the implementation of marketing and communication plan activities including media, promotions, events and website and collateral materials associated with the suite of EU projects managed by Meath Partnership.

Main Duties:

Marketing and Communications

- Provide direction and support in planning, developing, producing, and delivering marketing and communications materials and tools
- Manage development, production, and distribution of promotional and collateral materials
- Develop and oversee the communications calendar to ensure timely execution of the project-related achievements, announcements and requirements
- Oversee development and implementation of Company social media strategy
- Use contact management system and other social media to create and send emails, newsletters, etc.
- Use independent judgment to execute marketing and communications plan
- Prepare written materials including some marketing copy, business communications, reports, and deliver promotional presentations
- Write and distribute press releases
- Be responsible for ensuring accuracy in information and proofreading

Events and Programmes

- Host and act as an MC for events and animation seminars
- Conduct research, make site visits, and find resources to help the team make decisions about event possibilities
- Assist with preparing budgets and provide periodic progress reports to the Programme Manager for each event
- Coordinate on-site arrangements for all meetings and events and act as liaison with vendors on event-related matters
- Close out all events as required

Administrative/Customer Service and Support

- Maintain and update databases, including contact management system mailing lists in line with company policies and procedures
- Perform administrative duties (reporting, typing, filing, organising, copying, mailings, etc.) for Meath Partnership as needed

- Other general PR, Marketing and Communication duties as determined by the Programme Manager and EU Team

Teamwork

- To work as part of the EU Project Team
- To ensure open, professional and honest communication within the team environment
- To exploit and build upon the complementary programmes delivered by Meath Partnership for the benefit of our customers
- Such duties (including administrative duties) as may be assigned from time to time by the Programme Manager and/or CEO

Skills and Experience Required:

- A relevant third level or industry qualification in marketing, communications, digital marketing, events management or a related field is required
- A minimum of two years' experience in a paid capacity

The candidate should possess the following skills and attributes:

- Understanding, promoting and working in accordance with community development principles
- Independent, creative thinking and excellent problem solving skills
- Strong interpersonal and demonstrable presentation skills
- A good team player with enthusiasm, drive, friendliness and approachability
- Ability to handle multiple projects concurrently
- Excellent written and verbal communication skills including writing, proofreading and copy editing
- Ability to prioritise workload and solve problems
- Excellent and proven ICT skills including social media
- Precise methodological approach with effective organisational and administrative skills
- Demonstrate cultural awareness and sensitivity
- Ability to work independently while maintaining effective working relationships with co-workers, supervisors, customers, and the general public
- Ability to develop and maintain strong working relationships both internally and externally, including company stakeholders
- Strong detail orientation and high standards for quality work
- Desktop publishing abilities and basic graphic design

Terms of Employment

This is a 37.5 hour contract per week up to 31st August 2019 subject to the satisfactory completion of 6 month probation period. The post is a full-time position and has a county-wide remit with a competitive salary on offer, commensurate with experience. The nature of the work may require working unsocial hours i.e. evenings and weekend and access to own transport is essential for the position given the outreach nature of the role. This position is subject to Garda Vetting in line with Meath Partnership policy.

Leave: The annual leave entitlement is twenty (20) days per annum, pro-rata for shorter periods. Entitlement to leave for Public Holidays is in accordance with the terms of the Organisation of Working Time Act 1997. Meath Partnership closes for five (5) days at Christmas; this time is additional to the annual leave entitlement detailed above. Meath Partnership is an Equal Opportunities Employer.

This position is funded through the Erasmus+ Programme.