SPÓRT ÉIREANN
SPORT IRELAND

COMMUNICATIONS & PUBLIC AFFAIRS EXECUTIVE

EXECUTIVE OFFICER GRADE

Job Purpose

The Communications & Public Affairs Executive will support the delivery of Sport Ireland's communications and public affairs priorities. Assist the Communications Manager in responding to media enquiries, monitoring coverage, and identifying opportunities to raise Sport Ireland's profile while ensuring that communications are timely, accurate, accessible and aligned with Sport Ireland's strategic priorities. Assist the Public Affairs Manager with department queries, briefing requests, parliamentary questions and other related matters.

Working as part of the MarComs (Marketing & Communications) Unit, the post-holder will collaborate across Sport Ireland's operations and with external stakeholders to promote Sport Ireland's work and the work of Sport Ireland funded bodies.

Key Duties and Responsibilities

Communications Support

- Support the implementation of Sport Ireland's communications plans and related activity across corporate and operational areas.
- Draft, edit and coordinate communications materials, including, as required; press releases, press lines, quotes, web copy, stakeholder updates, internal communications, Q&As, and event materials.
- Assist the Communications Manager with responding to media enquiries, monitoring coverage, website updates and identifying opportunities to raise Sport Ireland's profile.
- Provide day-to-day administration of Sport Ireland's digital channels, including website updates and social media publishing, ensuring content is accurate, consistent, accessible and aligned to brand and tone-of-voice standards.
- Provide adaptable support across the communications function, contributing to projects and campaigns that further organisational priorities.

Public and Government Affairs Support

- Support the implementation of Sport Ireland's public affairs plans and related activity across corporate and operational areas.
- Drafting, editing and coordinating public affairs materials, including but not limited to; department requests, Parliamentary Questions, briefing material and speeches/remarks.
- Provide adaptable support across the public affairs function, contributing to projects that further organisational priorities.

Events, Administration, Governance & General

- Provide administrative support to the MarComs function (e.g., maintaining records, publication lists, contact lists, approvals logs, and supporting budget/PO administration where assigned).

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- Contribute to the daily operations, including oversight of the shared inboxes, recording requests, following SOPs, and facilitating timely responses.
- Assist with the organisation of events including but not limited to guestlists, running orders, brochures, branding and logistics.
- Ensure work is carried out in line with relevant policies and governance requirements, including brand guidelines, digital governance, accessibility standards, the Official Languages Act, records management, GDPR and procurement processes.

This is not an exhaustive list and the role will include any duties required by Sport Ireland from time to time which are appropriate for the position and the needs of the organisation.

Person Specification:
Essential: Qualifications, Experience, Knowledge, Skills and Abilities

- A third level qualification in a related discipline or relevant experience.
- Strong writer and communicator with high levels of accuracy, judgement and attention to detail.
- Excellent interpersonal skills, with the ability to build effective working relationships across a wide range of stakeholders.
- Highly organised, with the ability to manage multiple priorities and work effectively to tight deadlines in a fast-paced, changing environment.
- Proactive and resourceful, with sound judgement and the ability to identify and escalate issues appropriately.
- Confident IT skills, including Microsoft Office and familiarity with digital and social media platforms.

Desirable: Qualifications, Experience, Knowledge, Skills and Abilities

- Experience in a communications, media, or public affairs role.
- Interest in sport, current affairs, the media landscape, and public policy.
- Proficiency in the Irish language

Additional Information:

Contract: 13 Month Maternity Leave Contract

Salary Scale: EO Standard Scale. The appointment will be made on this scale at a point in line with current Government Pay Policy. New entrants to the public sector commence on the first point of scale.

Location: Sport Ireland, The Courtyard, Sport Ireland Campus, Snugborough Road, Blanchardstown, D15 PN0N

If you would like to apply for this position, please send your CV in confidence to sportirelandjobs@orangerecruitment.ie . Closing date for applications is 24th November 2026 5pm.

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Sport Ireland is committed to fostering an inclusive workplace which values and benefits from the diversity of the workforce. Sport Ireland is an equal opportunity employer of all qualified individuals. We actively welcome applications from people from all backgrounds and do not discriminate based on any protected groups. If you require reasonable accommodations to interview, please let us know and we will do our best to assist.

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