



## MILFORD & DISTRICT RESOURCE CENTRE

### Communications Administrator - Job Description

- Job Title:** Communications Administrator (as part of Shared Services Model)
- Employer:** Milford & District Resource Centre (MDRC)
- Job Function:** The successful candidate will report to the manager of MDRC. The post holder has the prime responsibility for the coordination of the communications and marketing activity across **three social enterprises**. The communications administrator will be required to develop and publish content across social media platforms, update website information and assist in public relations content.
- Purpose:** This role is subject to funding and forms part of a Shared Services Model initiative where the postholder will provide Communications administration services to **three social enterprises**: MDRC, Lifford Old Courthouse and Ionad Cois Locha / Dunlewey Centre. The post holder's primary employer will be MDRC.
- The aim of the shared services is to support Social Enterprises that are engaging in projects that promote the goals of the Social Inclusion Community Activation Programme (SICAP).
- Duration:** 12-month contract
- LOCATION:** MDRC, with travel to Ionad Cois Locha and Lifford Old Courthouse.
- Hours:** 37.5 hours per week
- SALARY:** €28,000 gross per annum – with a set monthly contribution towards travel costs.

#### Communication Administration Responsibilities:

- Develop, write and edit marketing and communications materials, including press releases, blog posts and social media content.
- Maintaining websites and updating content as required.
- Designing promotional materials.
- Schedule and promote communications through appropriate social media channels.
- Assist with developing and promoting activities of the social enterprise, including fundraising initiatives.
- Track analytics and create reports detailing successes and failures of communications campaigns.
- Ensure that all communications and materials align with brand standards.
- Maintain digital media archives including photos and videos.
- Distribution of promotional materials
- Undertake any other such relevant duties as may from time to time arise and are considered appropriate.

## General Duties

- Provide administrative assistance to social enterprises on marketing and communication issues.
- Take routine direction from the manager.
- Be willing to work evenings and/or weekends as required.
- Manage special projects as required.

## Personal Requirements

- Relevant 3rd Level Qualification in marketing, communications, or related discipline and/or
- 2/3 years in experience in a communications role or a similar role involving preparation and maintenance of communications material.
- Have excellent communication, presentation, and interpersonal skills.
- Have excellent media skills.
- Have excellent computer skills (database management, website skills)
- Have the ability to work on own initiative and as part of a team.
- Ability to work to tight deadlines.
- Fluency in Irish desirable.
- Valid driving licence and use of car essential.
- Permission to work in Ireland is required.

## Conditions of Work:

- 37.5 hours working week.
- A probationary period of up to six months will apply and performance will be reviewed on an ongoing basis.
- This is a Fixed Term contract of 12 months from start of contract.
- The role will be based from MDRC, expectation for travel to Ionad Cois Locha and Lifford Old Courthouse.
- Hybrid working will be an option for this role.

Letter of application clearly outlining how you meet the criteria, together with a current CV must be sent to [vacancies@dldc.org](mailto:vacancies@dldc.org) by 5pm, Wednesday 10<sup>th</sup> April 2024. Please note that invite to attend interview will be at short notice. It is intended to hold interviews for the positions on the week of 15<sup>th</sup> April 2024.

**MDRC is an equal opportunity employer.  
We reserve the right to expand the shortlisting criteria.**

*A panel may be created from which future vacancies may be filled.*



Cómhacoinithe ag an  
Aontas Eorpach  
Co-funded by the  
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The Social Inclusion and Community Activation Programme (SICAP) is co-funded by the Irish Government, through the Department of Rural and Community Development, and the European Social Fund Plus under the Employment, Inclusion, Skills and Training (EIST) Programme 2021-2027.