

Tuath Housing: Senior Communications Coordinator **(<https://www.activelink.ie/node/109914>)**



Job Title: Senior Communications Coordinator **(12 month contract)**

Location: Dublin city centre

Contract: Fixed term/ 12 months

Hours: 37 hours per week

Reporting to: Communications & Policy Manager

About Us:

Tuath Housing has provided safe, secure and affordable housing since 2006. A lot has changed over the years, but our values remain the same. In partnership with Key Stakeholders, our main focus is on delivering more quality homes to more people and providing an outstanding Customer experience to our 27,000 residents. Working with Tuath Housing is different because we make a difference. We maintain and develop our team of dedicated, motivated, and authentic people through focused training and career development.

Our People and Culture:

Our employees benefit from a positive working culture, learning and development opportunities, and an extensive benefits package which includes:

- 24 days annual leave
- Attractive salaries commensurate with experience
- Pension scheme, bike-to-work scheme and a wellness allowance
- Career development opportunities and a study aids scheme
- Access to an Employee Assistance Program
- Flexible working and an excellent work-life balance package

Tuath Housing are accredited with the Bronze Award from Investors for Diversity and are committed to promoting a diverse and respectful workplace reflective of all cultures, nationalities, backgrounds, genders, members of the LGBTQ+ community and people from traditionally marginalised backgrounds. We are committed to creating and maintaining a workplace where all colleagues can be their most authentic self.

Tuath is committed to embedding environmental, social and governance (ESG) considerations into every aspect of the business, and to implementing a business plan that emphasises social responsibility throughout our operations. We strongly believe in the importance and value of working in partnership with our many stakeholders to deliver more homes to more people, creating communities across the country. By tracking Tuath's ESG achievements, we can lead the way in making the affordable housing sector in Ireland more sustainable; and by having a positive environmental and social impact Tuath will also deliver better results to our residents, our employees, and the wider community.

If you are driven to make a difference and believe that everybody needs a home, Tuath is waiting to hear from you.

Position Summary:

The Senior Communication's Coordinator is responsible for contributing to improving overall Association performance in relation to communications, policies and projects. They will ensure the delivery of the Association's strategy and plans through various communications channels and active stakeholder engagement including central and local government officials, media and other organisations and stakeholders. The successful candidate will support all aspects of the Association's public affairs media relations and marketing communications.

The successful candidate will:

- Seek out and develop opportunities that enhance the public profile of the Association
- Draft publications such as the Annual Report, and other marketing or info materials
- Draft materials such as speeches and briefing notes for members of Senior Management and Board members if / when required
- Ensure the Association's online presence via the website and various social media platforms is maintained
- Manage branding and ensure consistency of the use of the brand
- Support and train the Communications Team alongside the Communications Manager
- Support the Communication's Manager in ensuring the Association's Communication Strategy and Business Continuity Communications Plans are kept up to date
- Monitor, evaluate and report on all communications activity, reporting evidence of impact on Strategic Objectives and making recommendations for future work.
- Work with and support other staff in their communications with external agencies, as required
- Organise events that involve the celebration and/or promotion of the work of Tuath
- Sustain the company culture and drive engagement through employee communications.
- Manage and maintain the organisation's intranet ensuring it is kept up to date with current information / news
- Actively develop the relationship between the work of the Corporate Services Department and its internal customers by collaborating on projects
- Share new knowledge and research internally, supporting a culture of innovation
- Support the Executive Team and internal teams with the preparation of reports, presentations and related research as required
- Develop a culture of 'constant improvement' in compliance with specific focus on process, controls and system
- Represent the Communications Team and the organisation at external events / conferences

Person specification:

- Bachelor's degree in Communications, Public Relations, Marketing, Journalism, or a related field.
- At least 3-4 years' experience in a similar role
- Full clean driving licence and access to a vehicle.
- Proven experience in a communications role, preferably within the non-profit, housing, or public sector.
- Ability to work under pressure and manage multiple projects simultaneously.
- Experience in managing media relations, including drafting press releases and coordinating events.
- Proficiency in using social media platforms, intranet and website platforms
- Experience in content creation for various platforms such as newsletters, social media, websites, and annual reports.
- Hands-on experience in stakeholder engagement, including interactions with colleagues, residents and government bodies.
- Competence in using office software such as Microsoft Office Suite (Word, Excel, PowerPoint)
- Working Knowledge of Graphic design software such as Adobe Photoshop, Illustrator and Canva
- Working knowledge of Website Content Management software (WordPress)
- Familiarity with Microsoft Azure and/or SharePoint
- Familiarity with Google Analytics.

Working for Tuath Housing:

- Attractive salary commensurate with experience
- 24 days annual leave
- Service leave
- Organisational performance bonus
- Generous pension scheme
- Sick leave
- Wellness allowance
- Hybrid working

- Bike-to-work scheme
- Flexible working hours
- Career break
- Career development program
- Employee assistance program
- LinkedIn Learning licence
- Employee Green Team
- Sports & Social Club
- Work-life balance package

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Region

Dublin City

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