

## **Waterford Public Participation Network: Communications & Administration Officer (<https://www.activelink.ie/node/115041>)**



### **Communications & Administration Officer**

Waterford Public Participation Network (PPN) is an independent umbrella organisation and network that provides a voice for all community & voluntary, environmental, and social inclusion groups in Waterford City & County. The PPN has over 750 member organisations. Find out more about our work at [www.waterfordppn.ie](http://www.waterfordppn.ie) (<http://www.waterfordppn.ie>)

Waterford PPN are recruiting a Communications & Administration Officer to deliver a range of core PPN duties including communications, engagement, administration, and representation. The Communications & Administration Officer will support the work of the PPN Coordinator and the PPN Secretariat to develop the PPN in Waterford as an effective structure to promote public engagement and participation via the environmental, social inclusion and community & voluntary sectors in accordance with the relevant guidelines.

The Communications & Administration Officer will be a strongly motivated person, with a strong sense of commitment to the ideas and values inherent in the work of PPN.

### **Key Duties**

#### **Communications and Engagement**

- Production and distribution of a regular newsletter for members.
- Management of Social Media accounts (Facebook, X, Instagram, and YouTube).
- Organising of outreach events to promote the work of the PPN to the community and other stakeholders.
- Managing the PPN Website; and coordinating PPN publications (annual report, leaflets, etc.) and working with relevant suppliers (Printers, Designers, etc.).

#### **Administration, Representation and Capacity Building**

- Provide excellent level of administration to the PPN, including minute-taking, agenda preparation, processing of PPN membership applications, organise meetings, training, processing of payments and assist with budget monitoring.
- Develop supports for volunteer community representations. This will include providing one-to-one support with community groups.
- Develop opportunities for PPN members to gain new skills and knowledge through training, networking, and consultation events.
- Undertaking additional tasks as assigned by the Coordinator to ensure smooth day-to-day operations of the PPN.

#### **Essential**

- Excellent IT, administration, organisational and writing skills.
- Experience with Salesforce (or a similar CRM), Canva, and WordPress is preferred.
- Excellent knowledge in the use of Microsoft Office applications.
- Excellent communication skills including fluency in written and spoken English.
- Ability to work as part of a team and autonomously.
- Experience in finances and processing payments.
- Strong social media skills.
- Experience in event coordination.
- Clean driving licence & access to own transport

## Desirable

- Familiarity with the Public Participation Network and its functions
- Experience in community development or with voluntary organisations.
- Digital marketing qualification or equivalent.

## Terms and Conditions

**Hours:** Working hours will be 35 hours per week. Core working hours are between 9am and 5pm, with flexibility within this timeframe. Occasional evening work will be required, and weekend work will be required on a rare occasion. A time-off-in-lieu system is in place.

**Location:** Dungarvan with remote work option available 1/2 days per week post probation period.

**Annual Salary:** €35,260

**Contract Type:** 12-month fixed term contract subject to funding and satisfactory completion of a 6-month probationary period.

**Pension:** A defined contribution pension is available post probation with matching employer contributions.

**Annual Leave:** 25 days

**Travel:** Travel and subsistence expenses incurred while carrying out official duties will be reimbursed at the appropriate rates. Individuals must ensure that Waterford PPN is indemnified under their personal car insurance policy.

**Please Note:** Waterford Public Participation Network is an independent charity and is not a subsidiary of Waterford City & County Council.

## Application Process:

Please forward letter of application and Curriculum Vitae by email to Muriel Tobin, Coordinator, Waterford PPN at [waterfordppn@gmail.com](mailto:waterfordppn@gmail.com) (<mailto:waterfordppn@gmail.com>)

No later than **12pm, Wednesday May 7th, 2025.**

Please note: Candidates will be selected based on the submitted letter of application and Curriculum Vitae, which should align with the criteria stated and clearly detail your relevant experience and qualifications.

Late applications will not be considered. Interviews will be held for successful applicants in early June.

- It is the policy of Waterford PPN to contact your current or most recent employer.
- Referees will be contacted only after interview.
- Canvassing will disqualify.

For inquiries contact [waterfordppn@gmail.com](mailto:waterfordppn@gmail.com) (<mailto:waterfordppn@gmail.com>) or call **058 21198** (tel:05821198) / **086 1723298** (Tel:0861723298)

*Waterford Public Participation Network is an Equal Opportunities Employer*

### Region

Dungarvan, Co Waterford

### Date Entered/Updated

11th Apr, 2025

### Expiry Date

7th May, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/community/115041-waterford-public-participation-network-communications-administration-officer>