

VACANCY

Irish Language  
Communications Officer



## Irish Language Communications Officer

### Role Overview

The Irish Language Communications Officer will have two key over-arching responsibilities: Promote a broad Irish language program that will develop the use and visibility of the Irish language in Galway 2020 and act as media officer for Galway 2020 with Irish language media, Irish language organisations and communities.

### Responsibilities

- Co-ordinate and implement the organisations Irish language policy.
- Preparing and writing articles and press releases in Irish.
- Preparing and translating material for use on the Galway 2020 website.
- Handling enquiries from Irish language media via telephone calls, email and written correspondence.
- Liaising with Irish language media representatives and managers.
- Preparing materials in Irish for events, interviews and press conferences.
- Promote the use of Irish by the organisation across all areas of work.
- Support staff in their use of the Irish language.
- Monitor and report the use of Irish language and how it is being mainstreamed in the organisation.
- Attend events hosted by Irish language organisations and communities.

### Skills & Experience & Qualities

- High quality Irish, both spoken and written, as well as commitment to the language.
- 3<sup>rd</sup> level degree in Communications or related discipline.
- Experience of dealing with the media.
- Experience of writing press releases and other articles.
- High interpersonal skills and communication skills.
- Experience in community development, especially the Irish language community.
- Excellent communication skills.
- Excellent organisational skills.
- Ability to work well under pressure.
- Ability to set priorities and meet deadlines.
- Ability to work as part of a team to deliver shared objectives in a collaborative manner.
- The ability to work under your own initiative.

### Application Process

Application is by CV and covering letter. Applicants should set out within the covering letter how their experience and skills match the requirements for this role.

Attendance at interview will be at the candidate's own expense.

Applications should be sent to [info@galway2020.ie](mailto:info@galway2020.ie) in the first instance.

Closing Date for applications: Friday January 18<sup>th</sup> 2019

Salary for role: €30,000 to €35,000 depending on experience