



Gníomhaireacht Bainistíochta an Chisteáin Náisiúnta
National Treasury Management Agency

Job Title: Communications Assistant

Division/Function: Legal, Compliance, FOI, and HR

Reports to (job title): Senior Corporate Communications Manager

Job Family: Corporate Services

Career Stream: Professional

Career Zone: Support Professional

Contract Type: 12 month FTC

****Closing date: 28th October 2021****

Summary of Business

The National Treasury Management Agency (NTMA) is a State body which operates with a commercial remit to provide asset and liability management services to the Irish Government. It has evolved from a single function agency managing the National Debt to a manager of a complex portfolio of public assets and liabilities.

Businesses managed by the NTMA include borrowing for the Exchequer and the management of the National Debt, the State Claims Agency, NewERA, the Ireland Strategic Investment Fund and the National Development Finance Agency. The NTMA also assigns staff and business support services to the National Asset Management Agency, Strategic Banking Corporation of Ireland, and Home Building Finance Ireland.

The Communications function supports the NTMA's five business units and its affiliates, the Strategic Banking Corporation of Ireland and Home Building Finance Ireland, with professional, effective public affairs and media relations management services and customised public affairs and media strategies that mitigate reputational risk to the Agency.

Working at the NTMA offers excellent benefits including:

- Flexible work options including remote working and variable work hours
- An extensive wellbeing programme

- Excellent learning and development opportunities that allow for full career development within the organisation
- A diverse range of initiatives: LGBT+, Gender Matters, Disability Awareness, Sports & Social, Volunteering and lots more.
- Reimbursement of annual professional membership fees
- Defined Benefit Pension Scheme

Role Summary

The NTMA Public Affairs and Communications Unit seeks an enthusiastic Communications Assistant. Supporting the team's core functions, you'll be working in collaboration with the Senior Corporate Communications Manager, Communications Manager and Marketing Communications Executive.

You'll be creating and managing marketing materials, managing social media accounts, creating and publishing digital content, compiling newsletters and other publications, and monitoring media coverage.

Other responsibilities may include drafting and editing press materials and communications copy and helping to execute communications projects.

The ideal candidate should have excellent organisation skills, including the ability to multitask and respond swiftly to changing events and competing priorities. You should be an excellent communicator with strong attention to detail.

Principle Accountabilities

Responsibilities and objectives will include, but will not be limited to, the following:

- Create and edit communications copy (e.g. press releases, publications, social media posts, digital content).
- Assist in the coordination of responses to incoming media inquiries, review of press releases, and relevant news coverage monitoring.
- Perform administrative duties such as preparing presentations, collect data and prepare reports.
- Support the Communications Team in creating, editing, and posting creative content on NTMA's Twitter, YouTube, and LinkedIn platforms.
- Support Communications Team in compiling content for monthly Newsletters and other direct communication.
- Support Communications Team in maintaining a collection of photos, graphics, icons, infographics, videos, clips to use in various digital content.

- Support the Communications Team in managing SEO-friendly website content at www.ntma.ie and suggest areas for improvement and edit for consistency and accuracy.
- Regularly monitor website and social media metrics and analyse monthly.
- Ensure branding and style compliance and represent Communication Team policies and guidelines across all materials.
- Offer administrative support to the Communications Team in tracking materials according to deadlines.
- Coordinate or lead communication related trainings (social media) for internal employees.

Knowledge

- Knowledge of marketing communications tools, web content management, social media communications, digital media strategies or public relations is a plus.

Experience

- Previous work experience as a Communications Assistant, Communications/Marketing specialist, or similar role.

Skills

Successful candidates must possess the following skills and abilities:

- Conversant with all MS Office Applications, particularly Word and PowerPoint.
- Proven proficiency in using various social media platforms.
- Use of social media dashboards/management tools and social/web analytics software and experience translating it.
- Experience with Adobe Creative Suite desirable; presentation design and visual.
- Strong writing and copy-editing skills; ability to communicate clearly and effectively.
- Excellent organisation skills, including ability to multitask.
- Detail-oriented, self-motivated, and comfortable working in a small, collaborative team environment.
- Ability to understand and present technical information.
- Ability to collaborate with various departments, senior management, external stakeholders, as well as other employees.

The NTMA is proud to be an equal opportunities employer. We recognise that a diverse and inclusive workplace informs better decision making, creative thinking, innovation and drives business performance. We are strongly committed to ensuring that our workforce is representative of our society. The NTMA welcomes applicants from diverse backgrounds. Necessary arrangements can be made at interview stage to accommodate the needs of candidates with disabilities

Applicants should email their CV to info@opendoorsinitiative.ie no later than 4pm on 28th October 2021.