



GAISCE - THE PRESIDENT'S AWARD / JOB SPECIFICATION

Position: Communications Intern

Reporting to: Communications Manager

Contract: 6-month contract, with possible opportunity to extend

Location: Ratra House, Phoenix Park, Dublin

We are looking for an enthusiastic, hard-working Communications Intern, who is full of creative ideas and eager to contribute to our organisation. The person will gain insight into the inner workings of the communications field, and gain valuable experience across all communications activity including media relations, event management and digital marketing.

About Gaisce - The President's Award

Gaisce - The President's Award is the most prestigious youth award in Ireland and is a self-development programme for young people between the ages of 15-25, which is proven to enhance confidence and wellbeing through participation in personal, physical, community and team challenges. It is a direct challenge from the President of Ireland, Michael D. Higgins, to all young people to dream big and realise their potential.

Gaisce is non-competitive and self-directed: participant's progress along each award level (Bronze, Silver or Gold) choosing personal, physical and community activities they wish to undertake and taking part in an adventure journey also. A trained adult mentor, their President's Award Leader (PAL), supports them throughout the process. The more time and energy participants give, the greater the reward.

Young people who complete the Gaisce programme, receive a medal and certificate signed by the President of Ireland, Michael D. Higgins. Should they progress to achieve a Gold award, Michael D. Higgins presents them with this at a special ceremony in Dublin Castle.

Gaisce is active across all 26 counties and, through the Joint Award Initiative, an innovating partnership with the Duke of Edinburgh's Award, young people living in Northern Ireland are able to achieve a Gaisce Award at any level too. Through a partnership with the Duke of Edinburgh's International Award, Gaisce Awards are also recognised internationally.

Since its inception in 1985, over 377,000 young people have participated in the Gaisce programme. In 2018, more than 15,000 young people received an Award. 850 organisations (Gaisce Award Partners) located right across the country help deliver the Award programme, with over 1,200 President Award Leaders (PALs) working and volunteering in them to mentor young people through their Gaisce journey.

Gaisce celebrates the individuality of each participant and ensures while there are many pathways to achieving a Gaisce Award, each Gaisce journey is as unique and expansive as our participants determine and equally recognised.

Main Duties and Responsibilities

- Fully support Gaisce's communications strategy and execute it in different areas (media relations, event management and digital marketing)
- Create and curate engaging content for traditional and social media
- Effectively utilise the organisation's social media
- Create and distribute press releases
- Coordinate and attend various events and ceremonies

Person Specification

Skills/Experience

- Strong desire to learn along with professional drive
- Excellent verbal and written communication skills
- Solid understanding of the different social networks
- Demonstrate a strong sense of initiative and problem solving
- Strong organisational skills
- Efficiency at MS Office (Word, Excel, PowerPoint)
- Passion for the Communications industry and its best practices
- Current enrolment in a related BS or Masters university/college
- Gaisce - The President's Award holder (Bronze, Silver or Gold level)

Personal Attributes

- Friendly demeanour
- Enthusiastic, motivated and positive attitude
- Flexible and calm under pressure
- Commitment to empowering young people to fulfil their potential

Key Relationships

The Communications Intern will be reporting into the Communications Manager, who will help the intern prioritise tasks and focus on multiple projects and deadlines simultaneously. The successful candidate will also work closely with other members of the Communications team including the Marketing and Communications Officer and Events and Engagement Officer.

Terms

This is an initial 6-month contract with the possibility to extend. The salary is €20,000 per annum (pro-rata). The appointment is covered by the Single Public Service Pension Scheme and membership of the scheme will be compulsory for the successful candidate. There is a holiday entitlement of 12.5 days, excluding public holidays. Hours of work are 35 hours per week.

Application

Interested applicants should submit a Cover letter and CV (max 2 pages) via email to recruitment@gaisce.ie with the subject line 'Communications Intern Application' or by post (marked 'Private & Confidential') to: Gaisce - The President's Award, Ratra House, North Road, Phoenix Park, Dublin D08 YD62. Queries can be addressed to the same email address.

Closing date for applications is 5pm on Wednesday 31st July 2019. Interviews for this role will take place week commencing Monday 5th August 2019.

All applications received within the deadline will be screened against the role requirements and the person specification.

Gaisce, Gradam an Uachtaráin - the President's Award is committed to best practice and operates on the basis of equal opportunities. Applications are therefore invited from all suitably qualified and eligible candidates. Appointment will be based solely on merit and canvassing will disqualify.