



Milford & District Resource Centre – Vacancy – Communications Administrator

Originally founded as IRD Milford in the 1990s, MDRC is a community resource which is governed by a Board of Directors. We aim to support all existing community groups and sports clubs in the Milford area, as well as to help and guide the setting up of any new projects or initiatives in the district. We are now inviting applications for the position of Communications Administrator as part of a Shared Services Model.

The successful candidate will report to the manager of MDRC. The post holder has the prime responsibility for the coordination of the communications and marketing activity across **multiple social enterprises**. The communications administrator will be required to develop and publish content across social media platforms, update website information and assist in public relations content.

This role is subject to funding and forms part of a Shared Services Model initiative where the postholder will provide Communications administration services to **multiple social enterprises, including MDRC and Lifford Old Courthouse**. The post holder's primary employer will be MDRC. This is a fixed term contract of 12 months from start of contract, the working hours are 37.5 per week.

Please note that Donegal Local Development CLG (DLDC) is assisting with the recruitment and selection procedures for this role. DLDC is not the employer but are providing support with the recruitment process.

Application Process

To apply for the position, please submit by email a Letter of Application together with a current Curriculum Vitae and clearly outline how you meet the criteria to: HR Department at vacancies@dldc.org

The closing date for receipt of applications is **by 12pm, Friday 31st January 2025**. **Please note it is intended to hold interviews for the position on the week of 10th February 2025**.

MDRC is an equal opportunity employer.

We reserve the right to expand the shortlisting criteria.

A panel may be created from which future vacancies may be filled.



Rialtas na hÉireann
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Cómhaoinithe ag an
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An Roinn Forbartha
Tuaithe agus Pobail
Department of Rural and
Community Development



Comhairle Contae
Dhún na nGall
Donegal County Council



“The Social Inclusion and Community Activation Programme (SICAP) is co-funded by the Government of Ireland, through the Department of Rural and Community Development, and the European Union”



MILFORD & DISTRICT RESOURCE CENTRE

Communications Administrator - Job Description

- Job Title:** Communications Administrator (as part of Shared Services Model)
- Employer:** Milford & District Resource Centre (MDRC)
- Job Function:** The successful candidate will report to the manager of MDRC. The post holder has the prime responsibility for the coordination of the communications and marketing activity across **MULTIPLE social enterprises, including MDRC and Lifford Old Courthouse**. The communications administrator will be required to develop and publish content across social media platforms, update website information and assist in public relations content.
- Purpose:** This role is subject to funding and forms part of a Shared Services Model initiative where the postholder will provide Communications administration services to **multiple social enterprises**: including but not restricted to MDRC and Lifford Old Courthouse. The post holder's primary employer will be MDRC.
- The aim of the shared services is to support Social Enterprises that are engaging in projects that promote the goals of the Social Inclusion Community Activation Programme (SICAP).
- Duration:** 12-month contract subject to funding
- LOCATION:** MDRC, with travel to Lifford Old Courthouse and other social enterprises within the County.
- Hours:** 37.5 hours per week
- SALARY:** €28,000 gross per annum - with set monthly travel allowance.

Communication Administration Responsibilities:

- Develop, write and edit marketing and communications materials, including press releases, blog posts and social media content.
- Maintaining websites and updating content as required.
- Designing promotional materials.
- Schedule and promote communications through appropriate social media channels.
- Assist with developing and promoting activities of the social enterprise, including fundraising initiatives.
- Track analytics and create reports detailing successes and failures of communications campaigns.
- Ensure that all communications and materials align with brand standards.
- Maintain digital media archives including photos and videos.
- Distribution of promotional materials
- Undertake any other such relevant duties as may from time to time arise and are considered appropriate.

General Duties

- Provide administrative assistance to social enterprises when required.
- Take routine direction from the manager.
- Be willing to work evenings and/or weekends as required.
- Manage special projects as required.

Personal Requirements

- Relevant 3rd Level Qualification in marketing, communications, or related discipline and/or
- 2/3 years in experience in a communications role or similar working environment.
- Have excellent communication, presentation, and interpersonal skills.
- Have excellent media skills.
- Have excellent computer skills (database management, website skills)
- Have the ability to work on own initiative and as part of a team.
- Ability to work to tight deadlines.
- Fluency in Irish desirable
- Driving and use of car essential.

Conditions of Work:

- 37.5 hours working week
- A probationary period of at least three months will apply and performance will be reviewed on an ongoing basis.
- This is a Fixed Term contract of 6 months from start of contract, with possibility of extension to 12 months subject to funding.
- The role will be based from MDRC, expectation for travel to Lifford Old Courthouse and other social enterprises.
- Hybrid working may be an option for this role.

Letter of application together with a current CV must be sent to vacancies@dldc.org **by 12pm, Friday 31st January 2025**. Please note it is intended to hold interviews for the position on the week of 10th February 2025.

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The Social Inclusion and Community Activation Programme (SICAP) is co-funded by the Irish Government, through the Department of Rural and Community Development, and the European Social Fund Plus under the Employment, Inclusion, Skills and Training (EIST) Programme 2021 -2027.