



### **Role Description: Media & Public Affairs Manager**

Dublin Chamber is recruiting a Media & Public Affairs Manager to join a highly motivated team of public affairs professionals. The role involves working with member companies to prepare policy positions and convey them to key influencers. It entails responsibility for media affairs on public policy issues and acting as general spokesperson for Dublin Chamber. The successful candidate will have strong analytical and communication skills, which will be used to support the Chamber's public affairs and media campaigns. This role requires policy development and business representation skills, public relations experience, and experience of working directly with senior leaders in the public and private sector.

#### Primary responsibilities:

Reporting to the Public and International Affairs Director, to work with member companies and the Dublin Chamber's governing Council to:

- Plan, manage and deliver influencing campaigns in support of policy objectives;
- Research, write and convey policy statements, reports and submissions;
- Promote the Dublin Chamber policy agenda to the media, foster relationships with key stakeholders and act as media spokesperson;
- Prepare press releases, respond to media queries and monitor public affairs;
- Analyse public policy developments for their impact on Dublin and on business;
- Represent the Chamber at external fora relevant to the Chamber's policy agenda and speak on behalf of the Chamber at seminars and conferences;
- Develop the Chamber's network of key influencers in relevant policy areas and effectively communicate Chamber initiatives;
- Draft member communications, speeches and contribute to the content of Dublin Chamber publications.

#### Key Experience and Required Skills:

- Expertise and experience (minimum 3 years) in public affairs;
- History of building relationships directly with senior figures in enterprise and Government;
- Excellent written and oral communications;
- Excellent drafting skills with a keen eye for detail;
- Understanding of Irish politics and business;
- A high degree of IT proficiency;
- Excellent organisational skills, attention to detail, and an ability to work in a fast paced ever changing environment; and
- Relevant graduate degree or equivalent work experience preferred.

#### Details:

The Media & Public Affairs Manager will operate out of the Dublin Chamber's offices (7 Clare Street, Dublin 2). This is a permanent role. Salary will be commensurate with experience. If interested, please send a cover letter and resume to: Aebhric Mc Gibney, Dublin Chamber of Commerce, [aebhric@dublinchamber.ie](mailto:aebhric@dublinchamber.ie) by Monday 12<sup>th</sup> July.