

Company	Irish Exporters Association
Location	28 Merrion Square, Dublin 2
Apply by	29 <sup>th</sup> July 2018
Position/Title	Communications & Public Affairs Manager
Contract type	Permanent, full time
How to apply	If interested, please send a cover letter and resume to: Vicki Caplin, Head of Marketing and acting Head of Business Development vickicaplin@irisheexporters.ie by Sunday 29 <sup>th</sup> July.

### The Irish Exporters Association

The Irish Exporters Association (IEA) is the highly progressive and influential independent representative body for all Irish Exporters and internationally traded companies. It provides a seamless set of indispensable services and plays a vital role in guiding its members through their export journey, whether in the manufacturing or services sectors. The IEA performs 3 main functions: **Representing** the needs of members in the development of policy, lobbying and intervention at government level; **Trade Services** offering training, visa and legalisation support and consultancy right across the supply chain covering customs awareness, export compliance, trade know-how and business travel supports; **Knowledge Networks** connect members to new markets, other exporting companies and provide solutions to critical export challenges and general export queries.

### The Opportunity

An exciting opportunity awaits within the IEA for a professional Communications & Public Affairs Manager. This is a fantastic opportunity to develop your communications and public affairs career within a highly recognised and influential organisation providing you with a platform to work with a range of leading international businesses and government. This is a highly autonomous role where you will be responsible for coordinating, developing and managing the strategic development and delivery of a fully integrated public affairs, public relations and communications plans for the organisation. The successful candidate will manage key internal and external relationships up to c-suite level including but not limited to the Head of Marketing and acting Head of Business Development, Chief Executive, President, National Council, Regional Board, Government, media and members.

### The Role

As Communications & Public Affairs Manager you will be part of the marketing team responsible for driving the association's communications, policy, public relations and contribute to the successful delivery of event initiatives.

## Experience Required

- You will have extensive public affairs and public relations experience with excellent research skills and business acumen
- You will have a clear passion for delivering best-in-class public affairs, PR, marketing communications and policy related projects
- Clear achievements in the development and integration of marketing (including digital) communications campaigns
- Excellent stakeholder and relationship management experience at a senior level
- Significant event management experience with excellent attention to detail and exceptional business writing skills
- Excellent negotiation and influencing skills.

The ideal candidate should have an appropriate third level qualification, a strong knowledge of the public affairs and media landscape in Ireland and he/she should have a clear understanding of export industry challenges in Ireland.

The role will require a flexible approach to working and may require working outside normal working hours from time to time.

## Salary

Salary for this role is subject to experience.

The Irish Exporters Association is an equal opportunities employer.

## Details

CV and cover note should be e-mailed to [vickicaplin@irisheexporters.ie](mailto:vickicaplin@irisheexporters.ie) titled 'Communications & Public Affairs Manager'

Closing date for applications: Sunday 29th July 2018.