



**Role:** Communication and Events Manager

**Area:** Group Centre

**Sub-Area:** Communications & Marketing

**Location:** Dublin

**Duration:** 2 Year Fixed Term **Salary:** Competitive **Ref:** GRP205

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Ervia, one of the leading Irish commercial semi-state companies, is a multi-utility company with responsibility for the delivery of Gas and Water infrastructure and services to meet the needs of the Irish economy. Ervia develops and operates one of the most modern and safe gas networks in the world, connecting all natural gas customers to this network, and through its subsidiary Irish Water, is responsible for the provision of all water and wastewater services to over 1.7m customers in Ireland. Ervia is committed to growth, innovation and sustainability and continues to be a major employer in Ireland, providing a dynamic and modern place to work for over 1,600 employees.

### **The Role:**

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Reporting to the East and Midlands Regional Communications Lead, the role Communications and Events Manager will deliver communications for the region across a range of areas and act as liaison between the Regional Teams and Irish Water Project Teams developing and planning the implementation of a pro-active media calendar based on key business initiatives including capital delivery. The role will support the milestones on the calendar with pro-active media strategies. The role will have responsibility for managing and supporting media events guides and strategies that are rolled out at a national, regional and local level.

### **Duties and Responsibilities:**

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- Liaison between the Regional Communication Teams and Irish Water Project Communications teams for specific projects and business initiatives.
- Responsibility for the delivery of effective communications at a regional level and support for national communications including incident and crises management.
- Drafting of media plans and related collateral for regional and national campaigns
- Co-ordinate and manage the delivery in the region of pro-active media incorporating business initiatives, key announcements and drafting of media plans and related collateral for national and regional campaigns
- Work closely with Regional Lead and support the Senior Media specialist and wider regional teams to set up proactive media engagement.
- Point of liaison for all stakeholders involved in events both internal and external (Local authorities, Government press offices, media etc.)
- Develop and manage media and communication events strategies and roll out events on a regional basis with oversight of national events
- Co-ordination of events and incidents working closely with CCMO management, Irish Water Regional Teams and Project Communications Regional Information Officers
- Speech notes and briefings for stakeholders as necessary
- Event media evaluation and responses
- Stakeholder Engagement with public representatives, business groups and media.
- Highlight and manage communications risks and issues, propose improvement

## Knowledge, Skills and Experience:

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- Relevant third level qualification or equivalent
- 6+ years experience in a PR/Communications/Event Management role
- Excellent written and oral communication skills. Ability to quickly draft well written releases and key messages
- Ability to build strong working relationships across the business
- Proven event management experience at local and national level
- Established relationships with relevant media
- Proven ability to identify to identify media opportunities and to tailor events to maximise these opportunities
- Ability to work effectively with minimum supervision while remaining focused on key deliverables against deadlines
- Demonstrated understanding of Commercial/Marketing/Communications/Event management processes
- Previous experience with initiating and maintaining strategic relationships both internally and externally, using strong influencing skills to achieve business goals
- Excellent analytical and problem solving skills, coupled with the ability to generate innovative solutions as required
- A good understanding of business operations and the media impact of effective event management on the reputation and profile of the organisation
- Driver of high standards for individual, team and organisational accomplishment and delivering desired results
- Proven track record with dealing with complex issues, proactively and in a timely fashion, along with the ability to communicate complex information to others

**The closing date for receipt of applications for this vacancy is 26<sup>th</sup> March 2020**

Applications, including a current Curriculum Vitae should be emailed to: [recruit@ervia.ie](mailto:recruit@ervia.ie)

**\*Please include the Reference Number for this Role when making an application\***