#### Job description- Communications and Events Officer

Rowing Ireland is one of Ireland’s foremost sporting organisations, with a reputation for success and a strong tradition in sport and competition.

Reporting to the Rowing Ireland Strategic Business Development Lead, the Communications and Events Officer will be intrinsically involved in setting, driving and delivering Rowing Ireland's overall strategy for all rowing across Ireland and the ongoing communication and development thereof. This role presents a unique opportunity to drive transformational change in setting brand perception and the reputation of Rowing Ireland.

## The Role

The Communications and Events Officer will be significant to the delivery of Rowing Ireland’s brand, reputation and communications strategies in line with the organisation’s strategic objectives.

## Responsibilities

* To oversee and manage the generation of press releases, web stories, social media content and other content to be distributed to media and online, in line with Rowing Ireland’s strategic objectives and to raise the general profile of the organisation and the sport.
* Organise communications for marketing and events including event promotions and production of all event-related collateral.
* Develop and manage relationships with a cross-section of volunteers to create templates and “best practice” documents
* Develop relationships with stakeholders, local partners and other interest groups
* Work with the Club Support Officer to create a plan for current Rowing Ireland event venues and the potential for new venues
* Ensure that all events are maximised from a PR and sponsorship perspective including the Greenblades brand.
* Assist Event Organisers and Clubs where possible with the successful promotion of their events, identifying opportunities for sponsorship and media coverage
* Handle incoming queries relating to Club and Rowing Ireland events
* Where appropriate, to act as a spokesperson for Rowing Ireland and to be the initial point of contact for media enquiries
* To manage the day-to-day delivery of the Rowing Ireland brand, frameworks and other owned brands to ensure consistent alignment across the organisation
* To oversee the editing, preparation and production of all publications and other print and electronic communications for the organisation to engage effectively with participants and other stakeholders, and the general public
* To have overall responsibility for the website, social media and Rowing Ireland digital platforms
* To manage communications relationships with key stakeholders including sporting partners
* Identify and develop content for the Rowing Ireland website regarding events
* Present a positive image of Rowing Ireland (including its committees, volunteers and staff) and the sport of rowing at all times
* Support new Rowing Ireland events, e.g., for Masters, Recreational, Get Going Get Rowing, Coastal and Offshore committees in creating innovative and safe events for our growing sport in all situations
* At all times consider how your role can support the strategic objectives of Rowing Ireland
* Undertake other duties as and when required

## Person Specification

* An excellent communicator with an outstanding command of the English language – written and verbal
* Experience of working in communications, PR, or journalism and a full understanding of copywriting, design, print and approval processes and experience of overseeing the production of materials
* An insistence on the outstanding quality of work, to ensure the Rowing Ireland brand is presented in the best light at all times
* Able to seek out and spot potential problems before they occur
* The ability to undertake any other assignments as may reasonably be requested by the CEO and organisation.
* While knowledge of rowing is not essential it would be a plus when applying for this role.

## Additional Information

The Role will be mostly remote but the successful candidate will be expected to travel to the National Rowing Centre in Cork at least once a week.

Standard working hours are 9:00 to 17:00 although flexibility is required to ensure core objectives are achieved.

Weekend working will be required around events and national and international travel will be occasionally required.

## Equal Opportunities

Rowing Ireland is committed to equal opportunities for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Applying for the role If you are interested in the role, please send your CV alongside a covering letter.

No CV's from agencies, please.

### Closing date: Friday 1st April 2022.

Only applicants to be invited for an interview will be contacted.

All candidates must have existing valid permission to live and work in Ireland unrestricted. While Rowing knowledge is preferred, it is not essential.

### Interviews: Week commencing 11th April.

### Remuneration:

Salary will reflect the experience of the candidate.

Please set out your salary expectations within your covering letter.

Job Types: Full-time, Permanent.

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