



**LGMA**

An Ghníomhaireacht  
Bainistíochta Rialtais Áitiúil

Local Government  
Management Agency



# **Internal Communications Officer**

## **Grade 5**

### Permanent Role

### Open Competition

**Closing date - Apply by 1pm on the 12<sup>th</sup> August 2025.**

**Email fully completed applications to [jobapplications@lgma.ie](mailto:jobapplications@lgma.ie)**

# About LGMA Communications

The LGMA communications team works to increase awareness and understanding of the work of the local government sector, and to enable effective communication, consultation, and engagement with the sector.

We manage and coordinate communications and campaigns on behalf of the local government sector, including Libraries Ireland. We manage the LocalGov.ie website and associated social media channels.

We also support communications across the 31 local authorities and work closely with the County and City Management Association (CCMA) to advocate and engage on behalf of the sector.

Within the Agency, we provide communications support across the organisation.

## About the role

We are seeking an experienced, creative, and proactive Internal Communications Officer to help to shape and deliver effective internal communications across the LGMA. This is a new role that offers the opportunity to contribute meaningfully to staff engagement, organisational culture, and internal collaboration as we establish our new internal communication structures.

Working as part of our dynamic communications team, and collaborating with other relevant teams, the Internal Communications Officer will take the lead in managing internal channels, developing engaging content, and devising and delivering creative internal campaigns and staff initiatives. The successful candidate will play a key role in ensuring that staff are informed, connected, and aligned with the LGMA's values and strategic direction.

This is a hands-on role that requires familiarity with key digital tools used for internal communications, as well as strong writing, planning, and interpersonal skills, and the ability to work across teams and to manage multiple projects. It is ideally suited to someone with a background in internal communications who is ready to take the next step in their career and to contribute to building a positive and inclusive internal culture.

Reporting to the Communications Manager, the Internal Communications Officer will be an integral member of our small communications team, bringing and developing specific

knowledge and expertise to establish themselves as a trusted advisor within the team and across the LGMA and the local government sector.

## Key Duties and Responsibilities

- Supporting and contributing to the development of a new internal communications strategy.
- Developing and editing engaging, accessible content that informs and connects staff across the organisation.
- Managing and maintaining core internal communication channels.
- Supporting the development and rollout of a regular staff e-zine or bulletin.
- Working with HR, corporate services, and other teams to gather and share relevant updates, initiatives, and staff news.
- Developing and coordinating innovative internal campaigns that promote organisational values, wellbeing, learning, and staff engagement.
- Establishing and facilitating internal communications networks, including working groups and communications champions.
- Supporting leadership communications.
- Developing and managing staff feedback mechanisms.
- Monitoring and evaluating the effectiveness of internal communications activities and advising on the latest technologies to maximise effectiveness and efficiency.
- Providing advice and support to colleagues on internal messaging and content creation.
- Supporting the development of policies, protocols, templates and other documents for the communications function.
- Contributing to the continuous improvement of internal communications practices, ensuring clarity, consistency, and inclusivity.
- Other duties as required.

# Essential Requirements

## **1. Character**

Candidates shall be of good character.

## **2. Health**

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

## **3. Education, training, experience, etc.**

Each candidate must, on the latest date for receipt of completed application forms, have:

- (i) A primary / bachelor's or a master's degree in one of the following: communications; public relations; marketing; journalism, or other demonstrably relevant area

**And**

3+ years of professional experience in communications, media or marketing – ideally in internal communications.

**And**

Demonstrate the competencies as set out in the LGMA Competency Framework (see Appendix 2 in Candidate Information Booklet).

## **4. Membership**

The successful candidate will be a member of the Public Relations Institute of Ireland (PRII) or, upon appointment, will be eligible to become a member of the PRII.

# Desirable Skills & Qualifications

- Experience in devising and managing innovative internal communications campaigns.
- The ability to create or coordinate engaging visual content, such as infographics, short videos, or photo stories to enhance internal messaging.
- Working knowledge of platforms such as MailChimp; Canva / or Adobe Creative Suite, SurveyMonkey, Microsoft SharePoint and the Microsoft Office suite to support content creation and campaign delivery.
- A demonstrated interest in internal communications, with a commitment to keeping up to date on emerging trends, tools and best practices.
- Insight into how internal communications can influence culture, morale, and collaboration, ideally with experience in values-based or wellbeing campaigns.
- Strong initiative, communication, presentation, relationship-building and strategic planning skills, with attention to detail.
- Strong time management, goals setting, and task prioritisation abilities.
- An interest in current affairs and an awareness of the local government sector.

It is anticipated that interviews for this role will take place w/c 8th September 2025.

# Principal Conditions of Service

## **General**

The appointment is for a Grade 5 in the Local Government Management Agency and is subject to general terms and conditions in operation relating to appointments in the Agency.

## **Remuneration**

The salary scale applicable to this position as per circular EL 03-2025 1<sup>st</sup> March Pay Adjustments is as follows;

Point No.	1	2	3	4	5
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Salary	€51,210	€52,739	€54,301	€55,895	€57,501
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Point No.	LSI1	LSI2
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Salary	€59,373	€61,252
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The holder of the office shall pay to the LGMA any fees or other monies (other than his/her inclusive salary) payable to or received by him/her by virtue of his/her office or in respect of services which he/she is required by or under any enactment to perform. Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy. Different terms and conditions may apply if you are currently a serving civil or public servant.

For further information please see the LGMA Candidate information booklet <https://www.lgma.ie/en/about-us/work-with-us/>