

Post-Primary Languages Ireland

Open competition for the appointment of  
Social Media and Events Co-ordinator

Information Booklet

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## 1. The Appointment

Post-Primary Languages Ireland (PPLI) works to implement the foreign languages strategy of the Department of Education in Ireland by diversifying, enhancing and expanding the teaching of foreign languages in post-primary schools. PPLI wishes to appoint a Social Media and Events Co-ordinator to support the implementation of this strategy. Further details about PPLI and its work is available at [www.ppli.ie](http://www.ppli.ie) and the awareness raising campaign website [www.languagesconnect.ie](http://www.languagesconnect.ie). The Languages Connect Awareness Raising campaign, facilitated by PPLI, aims to promote the personal, social, professional and economic benefits of foreign language skills.

We are an enthusiastic and hard-working team of Education and Marketing professionals who manage a wide-range of events, campaigns and resources for students, parents, teachers, guidance counsellors, principals and third-level institutions to help promote the benefits of foreign language skills.

The post is a full-time position on a one year fixed-term contract reporting to the Marketing and Communications Manager.

### **Job Specification**

The duties of the Social Media and Events Coordinator will include, but are not limited to:

- Supporting a variety of marketing, social media and event projects – liaising with graphic designers, copywriters, agencies, video companies, photographers and education stakeholders
- Online content creation – graphics, videos, blog posts, website updates
- Managing the PPLI/Languages Connect events and social media content calendars
- Community management of Languages Connect social media accounts
- Briefing PR, Digital and Event companies and ongoing project management of campaigns/events
- Designing and managing online registration forms and guest lists
- Organising the delivery of posters, banners, merchandise and brochures to event venues/schools
- Working with each member of the PPLI team to ensure they have everything they need for events - branding, promotion, literature and event PR, online and social media updates
- Project managing larger events – working with internal and external stakeholders (partner organisations, stand holders, event management companies, venues)
- Organising stand/exhibition bookings for internal and external events
- Coordinating Language Ambassador team timetables before and during events
- Any other duties assigned from time to time by the Director of PPLI

The above listed expectations and tasks are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities or duties required.

## 2. Experience/Qualifications

- Educated to degree level or equivalent in a relevant field i.e. Event Management, Marketing
- 3+ years previous experience in marketing, event management or social media management
- Proven track record in coordination of successful, fun and engaging campaigns and events
- Competence in a second language (in addition to English/Irish) is required
- Budget management
- Previous experience in the education sector is desirable
- High level of IT proficiency and working knowledge of the Microsoft Office package
- Be eligible to work in Ireland

### **Skills & Competencies:**

- Excellent Organisational Skills
- Excellent Interpersonal & Communication Skills
- Flexibility
- Teamwork and working on own initiative
- People management
- Analysis & Decision Making
- Delivery of Results, on time, within budget and sometimes under tight deadlines and high pressure
- Foreign Languages Knowledge and Expertise
- Drive & Commitment to Promoting Foreign Languages

## 3. Salary

The salary will be €28,851 which is analogous to Point 1 on the Civil Service Executive Officer NPPC salary scale:

The rate of remuneration may be adjusted from time to time in line with Government pay policy.

### **Hours of Attendance:**

Working hours will be in accordance with the standard arrangements in PPLI and will equate to no less than 37.5 hours (net of rest breaks) per week. No additional payment will be made for extra attendance as the rate of remuneration payable covers any exceptional extra attendance liability that may arise from time to time.

#### 4. Annual Leave

The annual leave allowance will be 23 working days per annum, pro rata for the duration of the contract. This allowance, which is subject to the usual conditions regarding the granting of annual leave, is on the basis of a five-day week and is exclusive of the usual public holidays.

#### 5. Location

This role will initially be working from home due to current government restrictions. PPLI is based at The Liberty Insurance Building in Blanchardstown, Dublin 15.

#### 6. Equal Opportunities

PPLI is an equal opportunities employer.

Garda vetting will be sought in respect of individuals who are considered for appointment. The applicant will be required to complete and return a Garda Vetting form. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which they resided. Enquiries may also be made with the police force of any country in which the applicant resided. If unsuccessful this information will be destroyed by the Law Reform Commission. If the applicant is subsequently considered for another position, he/she will be required to supply this information again.

#### 7. Format of the competition

PPLI reserves the right to **shortlist** applicants. Shortlisting of candidates will be done on the basis of the criteria outlined in the advertisement, the application, (and/ or) the interview, and/or satisfactory references.

Final selection will be on the basis of a **competitive interview**. The interview will be based on the competencies required to carry out the duties and responsibilities as set out in the description of the appointment. Candidates shortlisted for interview will be asked to provide details of two referees. Candidates will be contacted before referees are consulted.

#### 8. Preparing for interview

Please prepare a five-minute presentation on how you envisage your role in the context of the job responsibilities outlined in Section 3.

Please also prepare to explain to the interview board how you have demonstrated the following competencies required for the position of Social Media and Events Co-ordinator in PPLI.

- Analysis & Decision Making
- Organisational Skills
- Flexibility

- Teamwork and working on own initiative
- People management
- Delivery of Results, on time, within budget and sometimes under tight deadlines and high pressure
- Interpersonal & Communication Skills
- Foreign Languages Knowledge and Expertise
- Drive & Commitment to Promoting Foreign Languages

For each competency, you may be asked to give examples from your career to date that best illustrate how you have developed and used this competency.

## 9. Eligibility

Must be eligible to work in the Republic of Ireland.

## 10. Confidentiality

Subject to the provisions of the F.O.I. Act, 1997 applications will be treated in strict confidence.

## 11. Attendance at interview

Interviews for the post will be held online mid-March. Calls to interview will be made at least a week beforehand. The onus is on all applicants to make themselves available for the interview and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the e-mail address specified on their application form. PPLI will not be responsible for expenses incurred by applicants.

## 12. Deeming of candidature to be withdrawn

Applicants who-

- (a) do not, when requested, furnish such evidence as PPLI requires in regard to any matter relevant to their candidature;
  - (b) or do not attend the interview at the time and place appointed,
  - (c) or, when offered appointment, do not accept appointment and take up duty as arranged;
- shall, unless PPLI in its absolute discretion decides otherwise, be deemed to have withdrawn their candidature.

## 13. Queries

If you have any queries in relation to the process or the role, please contact [Aoife.Dungan@ppli.ie](mailto:Aoife.Dungan@ppli.ie)