

<b>Job Title</b>	<b>Marketing Communications Graduate</b>
<b>Manager</b>	<b>Marketing and Communications Manager</b>
<b>Contract</b>	<b>One-year full-time contract</b>

The Irish Heart Foundation is Ireland’s national charity dedicated to fighting heart disease and stroke. Every hour someone in Ireland suffers a stroke and every day hundreds of people are diagnosed with heart conditions. The lives of these people are often cut tragically short. Many are left disabled. Almost 9,000 die from heart conditions and stroke every year in Ireland making cardiovascular disease one of the nation’s biggest killers. We work to turn this around – support people to live healthy lives and avoid cardiovascular disease, but also to support people living with heart conditions and stroke.

We are looking for a highly motivated, passionate self-starter to join our Marketing and Communications Team. The ideal person will be a clear communicator who is able to hit the ground running and work with colleagues in the Marketing and Communications Team and across the organisation on exciting campaigns and projects over the next 12 months. This role will be of interest to someone who is looking to get a foothold in marketing communications in the charity sector and is passionate about helping people affected by heart conditions and stroke.

### **The Role**

As Marketing Communications Graduate, you will work closely with colleagues on a range of campaigns and projects – from health promotion and CPR training, to advocacy and fundraising. Reporting to the Marketing and Communications Manager, you will have active working relationships with all teams within the Irish Heart Foundation, as well as patients and carers we work with and our external stakeholders. This is a fantastic opportunity for a recent graduate eager to prove themselves in a marketing communications role.

### **Key Responsibilities**

- Support the Marketing and Communications Team to deliver communications and marketing projects and national campaigns across print, broadcast and digital platforms.
- Undertake daily administrative tasks to ensure the functionality and coordination of the Marketing and Communications Team’s activities.
- Draft, fact-check, review and proof external communications, marketing and information materials, ensuring they comply with brand standards and tone of voice.
- Create content and generate ideas to support new and existing campaigns.
- Track performance of projects and campaigns.
- Prepare presentations and reports.
- Dependent on public health guidelines, support the delivery of Irish Heart Foundation events.

- Attend Irish Heart Foundation meetings and undertake appropriate staff development and training opportunities as agreed with the line manager.
- The successful candidate is expected to be flexible in this role and carry out other duties that may be assigned to him/her from time to time.

## **Skills and Experience Required**

### *Education*

- A qualification in a related discipline. Third level Degree Level 7 required as a minimum.
- *Skills*
- Excellent verbal and written communication skills, with a proven ability to produce quality copy and publications.
- Creativity and an ability to produce innovative and original ideas.
- Excellent organisational and time management skills.
- Strong attention to detail
- Self-motivated with the ability to work independently.
- Ability to work calmly as part of a small team in a busy organisation.
- Ability to represent the Irish Heart Foundation in a professional manner at all times.
- Ability to develop strong and positive working relationships with colleagues and external stakeholders.

### *Experience (desired, not essential)*

- Experience of developing and producing publications, information and marketing materials, advertising, etc.
- Experience of ensuring consistent branding and tone of voice across communications.
- Experience of working within teams working towards a common project goal, on time and on budget.

### **Details of Role and Application process**

*This is a full-time role, Monday to Friday for a one year fixed term contract. The role is based in the Irish Heart Foundation's offices in Rathmines, Dublin. Currently staff are working remotely and the successful candidate will be supported to work remotely initially according to public health guidelines.*

*To apply please provide an up to date curriculum vitae and cover letter outlining how you suit the post by email to Siobhan Browne, HR Consultant*

**Email: [hr@irishheart.ie](mailto:hr@irishheart.ie)**



*The closing date for this position is **Friday October 30<sup>th</sup> 2020***

**The Irish Heart Foundation is an equal opportunities employer.**

***The Irish Heart Foundation has a no smoking policy. Employees are not permitted to smoke whilst undertaking any duties on behalf of the Foundation.***