

Marine Institute Job Description

Position	Corporate Services - Communications Support and Administration
Grade & Contract	Administrative Assistant Grade – Temporary redeployment role up to 30th of June 2026 Half-Time / 18.75 hours per week
Service Group	Corporate Services
Location	Marine Institute, Rinville, Oranmore, Co. Galway or Marine Institute, Furnace, Newport, Co. Mayo. Please note if you are based in Newport frequent attendance in Galway will be required. (The Marine Institute has a Blended Working Policy in Place)

Who will you work with and what will the role involve?

The Marine Institute is seeking a competent, flexible, highly organised, motivated and innovative individual who can provide comprehensive support and assistance in the daily operations of the Communications Office.

This individual will assist in the implementation and delivery of a communications strategy for the Marine Institute, based on the Marine Institute’s Strategic Plan and key priorities. This will involve promoting the role of the Institute amongst key stakeholders including the public, media, third level institutes, industry, state agencies, government and policy makers at a national and EU level.

The successful candidate will report to the Communications Managers (Job-Share). Able to work independently, with minimal supervision and as part of a small team, they will work proactively to anticipate and address needs, working closely with the Communications Managers, to deliver successful outcomes.

We require a highly organised lover of detail who can confidently communicate with staff at all levels of the organisation and ensure that projects being led or supported by the Communications team run smoothly and efficiently. A strong sense of ownership over tasks, including staying on top of progress, addressing potential issues, and regularly communicating with stakeholders is expected.

High ethical standards and a thorough understanding of the importance of discretion and confidentiality are essential to the role. The person will have experience in writing and bringing precision to editing in various forms generating high-quality scientific content with subject matter experts. They will also have the opportunity to take photographs, coordinate photo shoots, and create engaging video content for social media.

The individual will act as point of contact with suppliers supporting relevant tenders and public procurement activities. This will include but not limited to media suppliers, photographers, designers, printers, film production, translators, advertising, PR agencies etc.

The individual will also be able to work within a collaborative team setting with colleagues supporting marine scientists and researchers – internal and external – to assist with the delivery of the Marine Institute Strategic Plan and key priorities, as well as working independently to deliver new and existing projects proactively.

What will you be doing every day?

Principal Tasks:

Social Media:

- Assist in the management of Social Media Platforms, develop content, write posts, schedule, create reports, always trying to adapt based on current trends.
- Use social media management tools e.g. AgoraPulse, Bitly, Canva

Website:

- Assist with content on the homepage of marine.ie. Create Sliders, upload information relating to Public Relations and events.

Finance & Administration:

- Assist in the management of Communication budgets. Support the Communications Manager to ensure that all procurement including Purchase Orders and invoices are progressed in line with internal policies and frameworks.
- Support the team in creating memos for review by the Marine Institute Spend Approval Committee (SAC).
- Assist in the compiling of the monthly Board Reports, including social media stats and Google Analytics.

Communications:

- Draft Press Releases and issue via Mailchimp and Media HQ.
- Create media books for campaigns, Board meetings.
- Assist in the promotion of relevant events.
- Assist with photography and video requests as necessary.
- Coordinate administration of Staff Smart Business Cards
- Any other duties appropriate to the role and grade as required from time to time.

What do you need to have done to apply for this role?

(Education, Professional or Technical Qualifications, Knowledge, Skills, Aptitudes, Experience and Training)

Essential / Important:

- Relevant qualification in a communications related subject.
- At least three years of relevant work experience to include communications ideally in a marine, scientific, technical or research environment.
- Demonstrated strong project support, administration and event planning skills.

- Demonstrated experience in working on marketing and communications campaigns for upcoming events.
- Demonstrated writing, editing and presentation skills with the ability to communicate effectively both in writing and verbally at all levels, as well as assisting with the preparation of technical reports.
- Experience of updating websites with knowledge of website content management platforms and social media in a business context.
- Demonstrated high level of experience in the use of IT skills to include Microsoft Word, Excel, and PowerPoint, and ability to be comfortable and competent with new and existing IT platforms with ease.
- Demonstrated experience using a range of web and design tools including Photoshop, WordPress, Drupal, and digital tools such as MailChimp, Event Brite, Survey Monkey and Media and media monitoring platforms.
- Demonstrated experience in supporting procurement and financial tracking.

Ideally nice to have / desirable:

- A relevant third level degree in media, communications, marketing, journalism, public relations or a related field.
- Five plus years of relevant communications work experience.
- Previous communications or public relations experience in a public sector environment.
- Knowledge of video production and editing.
- Knowledge and experience in photography.
- Knowledge of GDPR requirements in relation to working in a business environment, media, photography and events.

What else do you need to know?

(Special personal attributes required for the role)

- An ability to work in a highly organised manner and progress work independently.
- Solutions focused
- Exceptional interpersonal skills and the ability to build effective professional relationships.
- Self-sufficient, while being a good team player.
- Ability to manage time efficiently, prioritise tasks and meet multiple, important deadlines
- Proven collaborative skills including team working.
- Ability to effectively communicate results of teamwork in written and audio-visual formats.
- Excellent attention to detail and the ability to analyse and summarise technical and scientific data to produce useful communications materials.
- Solutions-oriented with good initiative and problem-solving ability.
- Dynamic and reliable.
- Resilient with the ability to work well under pressure when faced with multiple deadlines.
- Ability to resolve issues constructively before conflict arises.

Description of service group and the wider team

The Corporate Services Function includes Governance, Human Resource, Finance, Facilities, Sustainability Management, Procurement, Library, Data Protection and Communications Services. The Team's contribution enables and supports Colleagues across the Institute in their delivery of scientific, research, development and other services. The work performed in Corporate Services is essential to:

- Ensure that our governance structures have a focus on fairness, transparency, inclusion, ethical conduct, compliance and responsible and fair procurement, and value for money for the state and public.
- Manage facilities and operations to minimise our impact on the environment.
- Attract and retain high calibre staff and empower and support Marine Institute Colleagues to deliver excellence.
- Engaging, informative communication in a way that inspires our stakeholders and society.

Who will you report to / Who will manage and support you:

The successful candidate will report to the Communication Manager(s) or whomever they / Director of Corporate Services may designate as appropriate from time to time.

What we offer

We value our staff, and we value their contribution to the work of the Marine Institute. In return for this, we provide benefits that promote a healthy work-life balance and which we hope will help them to develop professionally. These include personal and career development, work/life balance policies, an employee assistance programme, "Bike to Work" Scheme, staff medicals and annual flu vaccination.

Training

A full range of training will be provided as required, on the job and through appropriate courses. Training needs will be identified through the MI Performance Management Development System (PMDS).

Contacts:

Within the Marine Institute:

Director of Corporate Services, Corporate Services Management Team, CEO, Directors, Section Managers and Staff of all Service Groups.

External:

Contact with Government Departments, agencies, research institutes and organisations in Ireland and across the EU, as well as media organisations, designers, printers, digital service providers and other external service providers.

Salary:

Remuneration is in accordance with the Public Sector, Department of Finance approved Salary Scale for Executive Officer / Marine Institute Administrative Assistant grade which runs from €37,544 to €60,610 gross per annum (based on DPENDR approved October 20204 salary scales). This role will commence on the first point of €37,544 per annum pro-rated with time worked. You will become a member of the Single Public Service Pension Scheme if you are not currently a member of a public sector pension scheme (or have not been a member in the past six months).

Annual Leave:

Annual leave entitlement for an Administrative Assistant / Executive Officer is 23 days per annum. Annual leave entitlements are exclusive of Public Holidays and are managed using the Time & Leave Management System in Place in the organisation. All leave must be approved by your manager or their authorised representative; in advance of being taken and in line with Marine Institute leave policies.

Duration of contract:

This temporary specific purpose contract of employment will be for a period of up to June 30th 2026 providing redeployment cover for the post holder. The successful candidate will be on probation for the first 6 / six months of this contract.

Who is the Marine Institute?

The Marine Institute is a non-commercial semi-state body, which was formally established by statute (Marine Institute Act, 1991) in October 1992.

Under the Act, the Marine Institute was given the responsibility:

“To undertake, to co-ordinate, to promote and to assist in marine research and development and to provide such services related to marine research and development, that in the opinion of the Institute will promote economic development and create employment and protect the marine environment”.

The Marine Institute is Ireland’s scientific agency responsible for supporting the sustainable development of the state’s maritime area and resources. We do this through conducting applied research and providing scientific knowledge, advice and services to government, industry and other stakeholders and users. This policy advice capacity, our broad mandate, and the research programmes we fund and undertake, give us a unique insight into the science-policy interface and make us an exemplar in the provision of integrated ocean knowledge.

The Marine Institute provides a broad range of essential scientific support to its parent department, the Department of Agriculture, Food and the Marine (DAFM) and other Government Departments and Bodies. There is an increasing demand from Government for the data and evidence that are essential to inform national policy and to underpin the state’s governance of our maritime area. Through laboratory, field and seagoing work, the Institute carries out statutory environmental, fisheries and aquaculture surveys, seafood testing and other monitoring programmes assigned by government. The Institute plays an important role in supporting the state’s response to the impacts of our changing seas and oceans, through working with the national and international scientific community to observe, study and understand our changing oceans. This essential scientific advice supports industry, protects consumers and underpins legislative and other obligations aimed at the protection and management of the marine environment.

Our vision - *The Marine Institute is a national and international leader in ocean knowledge that benefits people, policy and planet.*

Our Mission - *The Marine Institute provides scientific, research and development services to government, agencies, industry and society that support the sustainable use of our maritime area, the protection and restoration of marine ecosystems, and promote a shared understanding of the ocean.*

There are 6 broad service areas within the Marine Institute: (1) Ocean, Climate and Information Services, (2) Marine Environment & Fish Health Services, (3) Fisheries Ecosystems Advisory Services, (4) Irish Maritime Development Office, (5) Policy, Information and Research Services and (6) Corporate Services.

The Marine Institute 5 Year Strategic Plan (2023 to 2027) is available [Here](#)

How to apply:

A C.V. and letter of application, summarising experience and skill set applicable to the position should be emailed to recruitment@marine.ie or posted to Human Resources at the Marine Institute, Rinville, Oranmore, Galway, H91 R673. All correspondence for this post should quote reference **CS/AA-Comms/April 25**

Closing date for Applications:

All applications for this post should be received by the Marine Institute in advance of **12 noon on the 21st of April 2025**. Unfortunately, late applications cannot be accepted.

Use of Data - all personal data and the information submitted for this application will be used solely for the purpose of this campaign, after which it will be deleted in line with our General Data Protection Regulation (GDPR) Policy and data retention schedule. All information will be treated with the strictest confidence and accessed only by those involved directly in the campaign.

The Marine Institute is an organisation that champions Diversity, Inclusion & Equality for all. We encourage and welcome applications from anyone interested in this role.

Please do advise if there are any special accommodations required for the recruitment process. We are here to help you access opportunities with us.