



Coimisiún  
na Meán

# Head of Irish Language

Assistant Principal Grade  
Applicant Information Pack



October 2025

Dear Applicant

Thank you for your interest in the role of Head of Irish Language.

Working at Coimisiún na Meán, you will help create a thriving, diverse, creative, safe and trusted media landscape, that works for people in Ireland and across the EU. You will support the achievement of Coimisiún na Meán's statutory duties in relation to the Irish language under the Official Languages Acts and, in its role as the media regulator, under the Broadcasting Act 2009.

You will help us regulate, support and develop the media landscape. You will help to uphold everyone's fundamental rights and ensure that we continue to live in an open democratic society.

Our organisation is growing rapidly. We grew from 40 people to 200 in our first two years. We are now looking to grow to over 300. Our people come from a wide range of backgrounds: the online and media sectors, civil society, public service, academia and the legal profession. We are proud of the opportunities we give for professional growth. We are committed to having a workforce that reflects the diversity of the society that we serve.

We are delighted to be recruiting for Head of Irish Language. This role will contribute to delivering the strategy that we adopted earlier this year and the following goals:

- upholds the rights, wellbeing and development of children
- supports democracy and democratic values
- is one that consumers can trust so that they are protected from exploitation and fraud
- reflects and shapes Irish culture and who we are as a society
- promotes the values of justice, equality, diversity and inclusion
- strengthens public health and safety

If you believe this opportunity aligns with your skills and offers a chance to grow professionally, we'd be excited to hear from you and encourage you to apply.

**Yours sincerely**  
**Jeremy Godfrey, Executive Chairperson**



Left to Right: Rónán Ó Domhnaill, Niamh Hodnett, Jeremy Godfrey, Aoife MacEvilly, John Evans

# Our Vision and Mission

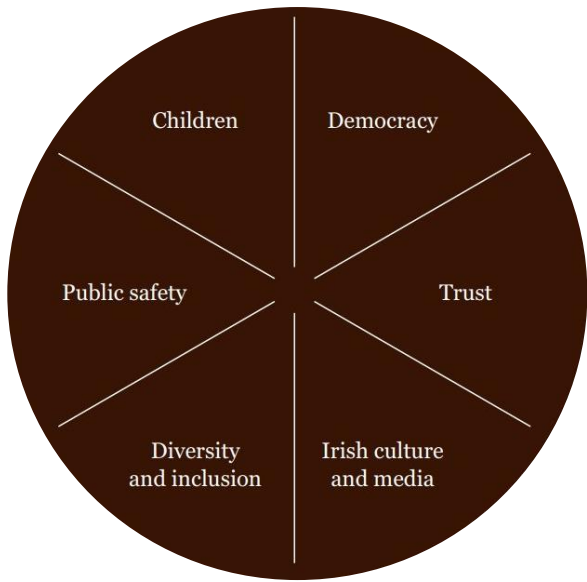


Our vision is for a thriving, diverse, creative, safe and trusted media landscape.



We regulate, support and develop a media landscape that underpins fundamental rights and fosters an open, democratic and pluralistic society.

## Our Strategic Outcome Areas



## Our Values



# About This Role

## Role Purpose

The Head of Irish Language role will be responsible for establishing and embedding a formal Irish language function within Coimisiún na Meán, ensuring that the language is central to the organisation's mission and operation and that we promote and encourage its use and development across all media. The Head will be responsible for implementing Coimisiún na Meán's Irish language duties under the Broadcasting Act 2009 and the Irish language Acts. This includes developing policies, procedures and action plans in relation to these duties and ensuring their effective implementation.

## Key Responsibilities

- Establish the Irish language in Coimisiún na Meán and manage the recruitment of the new team members.
- Prepare and oversee the implementation of a bespoke organisation-wide policy for Irish.
- Develop a project plan to ensure the effective implementation of recommended actions for Coimisiún na Meán that may emanate from Comprehensive Review of the use of Irish in the Media.
- Act as the main point of contact with the media sector and other relevant stakeholders in relation to Coimisiún na Meán's media-related Irish language activities.
- Lead Coimisiún na Meán's Irish language research, events and initiatives.
- Oversee the implementation of Coimisiún na Meán's statutory obligations in relation to the Irish language under the Official Language Acts, ensuring (1) the provision of high standard Irish language services to the public in translation, communication and recruitment; and (2) the development and implementation of processes, procedures and staff guidance to ensure compliance with all monitoring and reporting requirements.
- Engage with Departments and other public sector bodies on legislation, coordinated / partnership initiatives and related implementing measures by Coimisiún na Meán.
- Act as the single point of contact with external translators and establish a set of controlled guidelines for internal and external translators to ensure that all translations adhere to consistent, correct, and validated terminology and style.
- Work with the internal communications team and cross-functionally, to ensure consistency and accuracy in the choice of terminology used in both the English and Irish languages.
- Advise and assist the Commission in future decision making about how the Irish language needs of the organisation and services can be best delivered.

***The above is intended as a guide to the general range of duties and is intended to be neither definitive nor restrictive and is subject to review.***



# About You

## Experience, Skills, Knowledge & Qualifications

### Essential Criteria

- Excellent fluency in the Irish language, with strong linguistic and textual competence, including ability to translate accurately between Irish and English.
- Relevant professional experience from either media or public sector.
- Proven ability to implement complex cross-cutting strategies across a diverse and wide-ranging sector.
- Proven line management experience, including leading and developing teams.
- Excellent planning and organisational skills, with the ability to prioritise effectively and manage a significant and varied workload.
- Strong interpersonal skills, with the ability to build and maintain effective relationships with diverse stakeholders, and to demonstrate negotiation and influencing skills.
- Excellent written communication skills across a variety of formats, including presentations, policy documents, correspondence, and reports.

### Desirable Criteria

- Experience in developing and implementing Irish language strategies or policies in an organisational or media context.
- Knowledge of relevant legislation, standards, and guidelines relating to the Irish language in the public sector (e.g., Official Languages Act).
- Proven translation skills and/or qualifications.
- Experience in stakeholder engagement with Irish language communities, advocacy groups, or cultural organisations.



# Key Information

## Benefits, Package & Pay

- This position is offered on a Permanent basis.
- Full time, 35 hrs per week
- Annual Leave: 30 days per annum
- The role will be a hybrid role combining home and office working. Our current hybrid policy is 2 days in the office.
- Our office is located at One Shelbourne Buildings, Shelbourne Road, Dublin 4, D04 NP20.
- For a full list of benefits see our website [here](#)
- This position is graded at the Assistant Principal [scale](#).
- Successful candidates will be appointed on the first point of the scale.

## Application Process

If you are interested in applying for this position, please submit:

- A CV (max 2 pages) and a Cover letter/personal statement (max 1 page) outlining why you believe your skills, experience and values meet the requirements of the position **via** [HERE](#)
- Appointment to this role is subject to the candidate's eligibility to work in Ireland. All positions require candidates to live in the Republic of Ireland or Northern Ireland.
- Candidates who engage in canvassing will be disqualified and excluded from the process

For queries related to the application or selection process related to this role, please contact [cnam@cpl.ie](mailto:cnam@cpl.ie)

## Competencies

Please see the competencies below that will be assessed at interview stage for this competition.

Leadership

Judgement, Analysis and decision making

Management and Delivery of Results

Interpersonal and Communication skills

Specialist Knowledge, Expertise and Self Development

Drive & Commitment to Public Service Values



Trust



Impact



Courage



Independence



People  
Focused



Integrity

# Selection Process

## The selection process will include:

Shortlisting of candidates based on the information provided in their application, assessed against the specified criteria for the role.

- A competency-based preliminary interview.
- An Irish language assessment.
- A second-round skills and knowledge-based interview for candidates successful in the first round, which will include a presentation or another practical exercise.

The first interview will take place via MS Teams. The second interview will be conducted in person at our Dublin office. Both interviews will be in Irish.

## Reasonable Accommodations

Reasonable accommodations will be provided, if required, during the recruitment process. To discuss and request reasonable accommodations in confidence please contact Angeline McKiernan at [amckiernan@cnam.ie](mailto:amckiernan@cnam.ie)

Coimisiún na Meán is an equal opportunities employer. We welcome applications from candidates with diverse backgrounds and are committed to championing an inclusive and diverse workforce which reflects modern Ireland. We work to create a culture where everyone has equal access to opportunity and feels comfortable to be their authentic selves at work.

**Closing Date: 3pm 30 October**



Investors in  
**Diversity**

**BRONZE**

