



Coimisiún
na Meán

Executive Officer, International Affairs

Executive Officer Grade
International Affairs

Applicant Information Pack



October 2025

Dear Applicant

Thank you for your interest in the role of Executive Officer, International Affairs.

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 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 Executive Officer, International Affairs. This role will contribute to delivering the strategy that we adopted earlier this year. It will contribute to our goal[s] of ensuring that the media landscape:

- 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

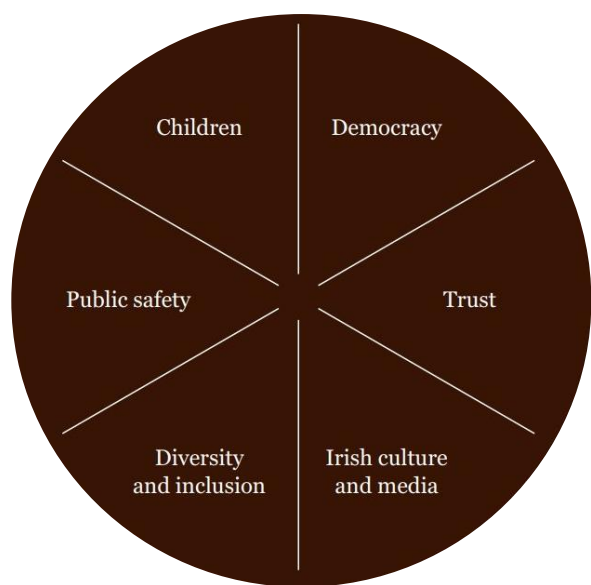


Our vision is for a thriving, diverse, creative, safe and trusted media landscape.



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 purpose of this role is to provide comprehensive administrative and operational support to the International Affairs team, with a particular focus on managing and coordinating international and domestic travel. The role ensures high-quality logistical and financial support for senior leadership, including Commissioners and Directors, while also serving as a key point of contact for the organisation's travel provider and internal Finance team.

This position plays a vital role in enabling the smooth planning and delivery of international engagements, supporting stakeholder visits, and maintaining effective internal communication within the team. The post-holder will proactively resolve issues, support adherence to travel policies and processes, and contribute to the efficiency of the International Affairs function.

About the Team/Division

Coimisiún na Meán's small expert International Affairs team is focused on establishing the organisation's credibility in international fora as an effective and collaborative regulator with a global outlook, and to ensure that Coimisiún na Meán's policy and enforcement work reflects international best practice, through a programme of formal and informal international cooperation. To do this we need a focused and well-resourced team that can provide external representation, coordinate international engagement activity, monitor relevant international developments (especially at EU level) and communicate effectively with international stakeholders. The team is currently comprised of one Director, two Assistant Directors and one Higher Executive Officer.

Key Responsibilities

Travel Management and Coordination

- Provide end-to-end support for foreign and domestic travel across the organisation, including dedicated management of travel arrangements for Commissioners and the International Affairs Director.
- Manage all foreign travel expense submissions for the International Affairs Director.



Coimisiún
na Meán

Key Responsibilities (continued)

- Offer travel-related advice to staff, including guidance on travel policies, use of the approved travel provider, and expense procedures
- Set up staff on the travel provider's online portal and maintain user access as required.
- Proactively research and communicate potential travel-related issues (e.g. visa requirements, Department of Foreign Affairs advice, insurance, and international communications).

Stakeholder and Supplier Liaison

- Serve as the primary liaison with the organisation's travel provider, ensuring services are fit for purpose and resolving any systemic issues.
- Act as the point of contact for the Finance team and on behalf of the International Affairs team, and work collaboratively to support the management of the travel account and related processes.
- Raise purchase orders (POs), monitor planned versus actual international travel spend to support the tracking of the International Travel Budget.

Visit Coordination

- Organise incoming visits from international stakeholders, including meeting room bookings, diary coordination (in consultation with the Commissioners' Office), catering arrangements, IT support, and on-the-day logistics.
- Provide visiting stakeholders with relevant local information, such as hotel options, transport in Dublin, and points of contact.

Administrative and Communication Support

- Provide general administrative support to the International Affairs team, including diary management, meeting coordination, and room bookings.
- Support internal communications by coordinating team contributions to the monthly internal newsletter and content creation and updates on the team's SharePoint site.

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

- Proven experience in administrative support within a complex organisation, including diary management, meeting coordination, and stakeholder liaison.
- Strong organisational and prioritisation skills, with the ability to manage competing deadlines and tasks effectively.
- Excellent written and verbal communication skills, including the ability to explain complex processes or information clearly and simply.
- Demonstrated ability to learn new systems, topics, or procedures quickly and independently.
- Proactive problem-solving approach, including the ability to research and resolve logistical issues (e.g. visas, insurance, international travel disruptions).

Desirable Criteria

- Experience in travel coordination, including booking international and domestic travel, managing expenses, and supporting staff with travel-related processes.
- Interest in public policy, the media landscape, and/or EU and international affairs.



Key Information

Benefits, Package & Pay

- This position is offered on a Permanent basis.
- Full time, 35 hrs per week
- Annual Leave: 23 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 Executive Officer [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

Late applications or applications not received through the correct channel, as indicated above, will not be considered.

For queries related to the application or selection process related to this role, please contact cnam@cpl.ie

Competencies

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

People Management

Analysis and decision making

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. Candidates shortlisted will be invited to a competency-based interview which will be conducted in person at our Dublin office.

Reasonable Accommodations

Reasonable accommodations will be provided, if required, during the recruitment process. To discuss and request reasonable accommodations in confidence please contact 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 on 10th November 2025



Investors in
Diversity

BRONZE

