

Assistant Director, Media Funding

Assistant Principal Grade
Media Landscape Division

Applicant Information Pack



January 2026

Dear Applicant

Thank you for your interest in the role of Assistant Director, Media Funding.

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 Assistant Director, Media Funding. 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

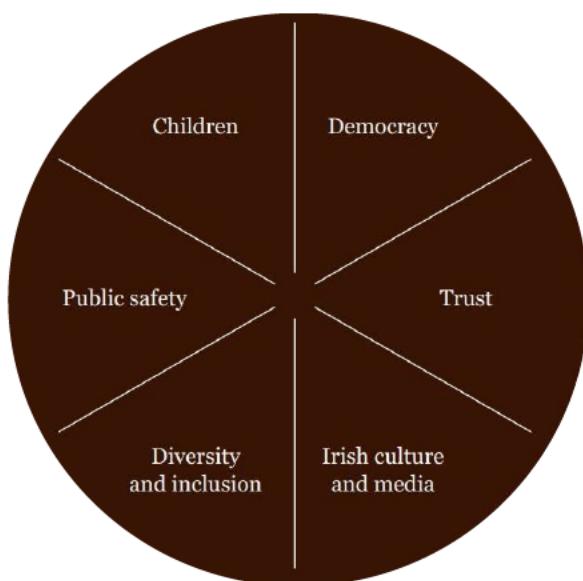


Our vision is for a thriving, diverse, creative, safe and trusted media landscape.



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



[View our Strategic Statement](#)



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About This Role

Role Purpose

The role holder will lead and manage teams in the Media Development division of Coimisiún na Meán, with a particular emphasis on Media Funding schemes. Current projects in this division include the setting up and administration of a Community Media Fund and the administration of the Digital Transformation Funding Scheme, but other work may be carried out on other schemes when required. The role holder will ensure that funding schemes meet their objectives, timelines, and governance standards, while providing leadership to the wider team and collaborating with senior managers to develop strategy and support the development and sustainability of the broader media sector in Ireland.

About the Team

Media Development is one of five teams within Coimisiún na Meán's Media Landscape Division. One of our key responsibilities is overseeing the funding of and supporting the development of the broader media sector in Ireland. We operate a number of funding schemes, established following recommendations from the Future of Media Commission. These include journalism schemes aimed at supplementing and enhancing coverage of local authorities and district and circuit court hearings and the Digital Transformation Scheme which will provide support to media organisations to enhance innovation and support transition to the digital information environment.

Key Responsibilities

- Lead the establishment, implementation, and ongoing administration of the Community Media Scheme as announced in Budget 2026
- Oversee the administration and delivery of Round 2 of the Digital Transformation Scheme, ensuring compliance with agreed objectives, timelines, and governance requirements.
- Collaborate closely with senior managers across the Media Funding function to ensure alignment, consistency, and effective delivery of funding programmes.
- Manage and provide strategic direction to the funding team, currently comprising Higher Executive Officer (HEO) and Executive Officer (EO) grades
- Identify resourcing needs and lead additional recruitment processes where required to support programme delivery.



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Key Responsibilities (Continued)

- Liaise with internal units including Legal, Communications, and Procurement to ensure robust governance, compliance, and effective programme operation.
- Engage with a wide range of internal and external stakeholders, including at Departmental and Commission level, to support scheme development and delivery.
- Oversee the establishment and operation of assessment panels, including the management of teams supporting panel processes
- Ensure fair, transparent, and timely assessment of applications in line with scheme criteria and public-sector best practice.
- Manage the contracting process for successful applicants, including oversight of teams responsible for contract negotiation, execution, and monitoring.

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

- Significant experience in the delivery and management of funding or grant programmes in the public sector or a comparable environment.
- Proven people-management experience, including leading and developing staff
- Strong experience of stakeholder engagement, including working with senior internal and external partners.
- Demonstrated ability to manage complex processes and deliver results within tight timelines.
- Excellent communication, organisational, and judgement skills, with a strong understanding of public-sector governance and accountability.

Desirable Criteria

- Experience of media, digital, cultural, or communications-related funding schemes.
- Knowledge of public-sector grant management, contracting, or procurement processes.
- Experience supporting assessment or evaluation panels
- Understanding of public-sector financial and compliance requirements.



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

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. For more information on the competencies visit our [frequently asked questions](#).

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
- A second-round 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.

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

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 Monday 26 January 2026



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