

# Media Funding Manager

Higher Executive Officer Grade  
Media Landscape Division

## Applicant Information Pack



January 2026

Dear Applicant

Thank you for your interest in the role of Media Funding Manager.

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 more than 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 provide 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 a Media Funding Manager. 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

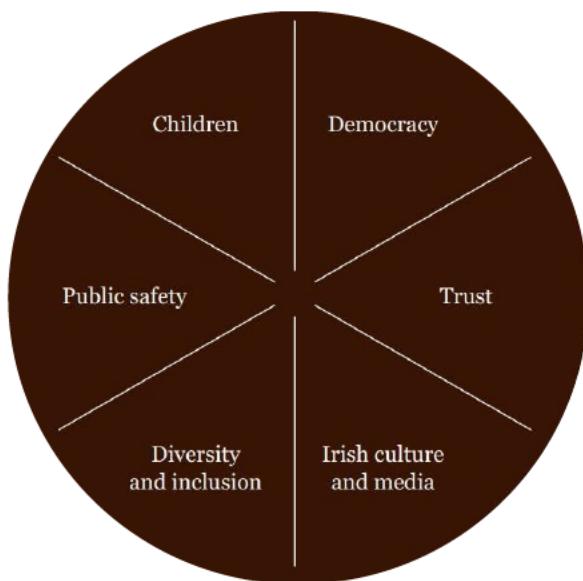


Our vision is for a thriving, diverse, creative, safe and trusted media landscape.



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 deliver and manage key media funding schemes, ensuring they run smoothly, on time and in line with guidelines. The successful candidate will coordinate assessment panels, oversee contracting, and provide guidance to applicants to support successful programme delivery. They will also support and lead a small agile team, while identifying opportunities to improve processes and make the schemes more effective.

## 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, district and circuit courts and under-reported or at-risk news matters. It also includes the Digital Transformation Scheme, which provides support to media organisations to enhance innovation and aid transition to the digital information environment

## Key Responsibilities

- Manage the day-to-day delivery and administration of assigned media funding schemes, ensuring programmes operate in line with objectives, timelines and governance requirements.
- Provide leadership and direction to a small team of Executive Officers (EOs) and Clerical Officers (COs), supporting their development and ensuring effective performance.
- Coordinate and manage assessment panels, including the preparation of documentation, scheduling and oversight of decision-making processes.
- Oversee the contracting process for successful applicants, ensuring compliance with legal and organisational requirements.
- Engage with external stakeholders, particularly scheme applicants, to provide guidance, support and ensure smooth scheme delivery.
- Maintain strong relationships with internal stakeholders, including Legal, Communications, and Procurement functions, to ensure alignment and effective programme administration.



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# Key Responsibilities (continued)

- Undertake ongoing review of schemes and operational processes, identifying opportunities for improvement and implementing enhancements to improve efficiency, transparency and impact.
- Support the delivery of Round 3 of the Journalism Schemes, a key initiative arising from the Future of Media Commission recommendations and funded through Budget 2026.

**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

- Experience managing projects or programmes, ideally in a public sector or funding context.
- Proven ability to lead or support a small team.
- Strong organisational skills and experience managing multiple workstreams and deadlines.
- Experience coordinating assessment panels or committees.
- Excellent communication and stakeholder engagement skills.
- Attention to detail with experience ensuring compliance with governance and legal requirements.

#### Desirable Criteria

- Experience in media, creative or cultural sectors.
- Familiarity with grants or funding scheme administration.
- Knowledge of public sector procurement, contracting or policy processes.
- Experience improving operational processes for greater efficiency.



# Key Information

## Benefits, Package & Pay

- This position is offered on a permanent basis.
- Full time, 35 hrs per week
- Annual Leave: 29 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 Higher 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](mailto: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](#).

Team 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. 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 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 Monday 26 January 2026**



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