

Policy Manager, Democracy & Fundamental Rights

Higher Executive Officer Grade
Policy, Research & Strategy Division

Applicant Information Pack



January 2026

Dear Applicant

Thank you for your interest in the role of Policy Manager, Democracy and Fundamental Rights, within the Policy, Research & Strategy division. This role will sit in the Democracy and Fundamental Rights policy team.

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 Policy Manager, Democracy and Fundamental Rights within the Policy, Research & Strategy division. 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

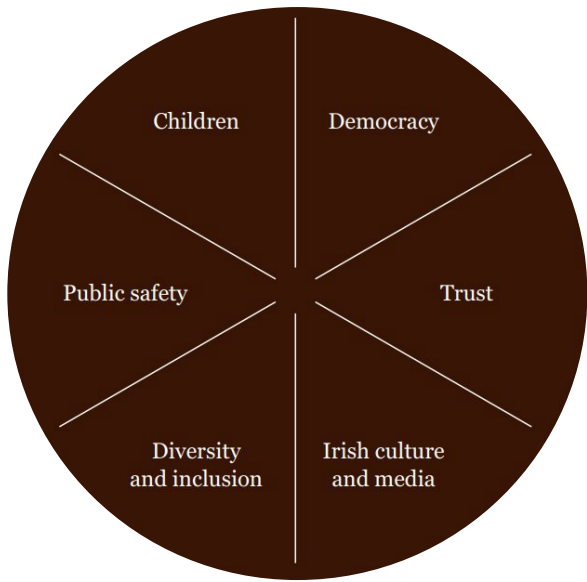


Our vision is for a thriving, diverse, creative, safe and trusted media landscape.



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

This role will sit in the Democracy & Fundamental Rights team to aid delivery of the Democracy Strategic Outcome by helping to drive policy development for the organisation in respect of election integrity and information integrity. This will include supporting the development of cross-organisational frameworks to inform An Coimisiún's approach to these issues, conducting policy analyses on new and emerging trends and legislative and regulatory developments and providing high-quality, future-focused policy advice and materials.

They will also support cross-organisational implementation of policy actions and recommendations, relating to both internal and external strategies, working collaboratively with a range of teams and partners, and combining a measured and outcomes-focused approach to both stakeholder and project management.

The role will also provide ongoing support and briefing to senior management and Commissioners in preparing for external engagements.

About the Team/Division

The Democracy and Fundamental Rights team works to support the organisation's delivery of the organisation's Strategic Outcomes, through the development of robust, evidence-informed policies and strategies, by working to inform and guide delivery of those projects with internal stakeholders and developing a clear understanding of our objectives with external partners.

The purpose of the Policy, Research & Strategy Division is to ensure that Coimisiún na Meán has a deep and evidence-based understanding of how traditional and online media affect the rights, interests, and welfare of individuals. Its work addresses a broad spectrum of issues across the media landscape, including online safety, illegal harms, the interests of children and vulnerable adults, the protection of democracy and fundamental rights, and the development of codes, rules and regulatory frameworks.



Coimisiún
na Meán

Key Responsibilities

Policy Development

- Undertake policy, regulatory and legislative analysis and desktop research to inform policy development;
- Lead the drafting, coordination and review of policy papers and submissions to consultations, ensuring they are evidence-informed, take account of diverse stakeholder perspectives and are aligned with strategic objectives;
- Work with the team on the development of a framework to guide Coimisiún na Meán's efforts to support the information integrity ecosystem and support implementation of policy actions to support electoral integrity;
- Provide briefing materials and other supports to senior management and Commissioners in preparation for national and EU-level working groups, events and speaking engagements.

Project Management, Stakeholder Engagement and Communication

- Plan, coordinate, manage and support delivery of multiple projects, reporting on milestones, risks and dependencies to ensure timely and high-quality outcomes;
- Oversee the tracking and reporting of a range of internal and external policy recommendations and commitments, and ensuring effective communication of same with stakeholders;
- Lead and support effective relationship and stakeholder engagement with colleagues and across teams, divisions and external partners, facilitating collaboration, and fostering enduring relationships;
- Representing Coimisiún na Meán at external meetings, events and conferences, as required;
- Ensuring the effective functioning, coordination and reporting of cross-organisational steering groups.

Team and Knowledge Development

- As part of the wider Democracy & Fundamental Rights team, proactively contributing to the iteration of its processes and ways of working and demonstrating adaptability when faced with ambiguity;
- Working with colleagues and one direct report, contribute to the development and demonstration of best practice in horizon-scanning to support the division and organisation in responding to emerging challenges and opportunities;
- Performance manage one direct report (Executive Officer), providing clear information and advice as to expectations and supporting their development;
- Demonstrate a continued commitment to developing subject matter expertise and effectively communicating this expertise in appropriate forums.

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

- At least three years' experience working in a policy, regulatory or legal environment;
- Clear and confident communication skills (both written and verbal), including a demonstrated ability to present complex policy and/or regulatory concepts in an accessible manner to a range of audiences;
- Strong interpersonal and relationship-building skills, with the ability to work collaboratively across teams and engage effectively with a range of stakeholders;
- Ability to work with agility in a fast-paced environment, adapting to changing priorities while maintaining focus on delivery;
- Demonstrates initiative, proactively identifying issues, opportunities and challenges and actively identifies solutions, takes ownership of projects and tasks and seeks guidance when appropriate;
- Experience of managing and reporting on multiple projects, acting to identify and mitigate risks and managing a range of stakeholder perspectives;
- Strong teamwork skills, contributing positively to team and division objectives and wider organisational goals.

Desirable Criteria

- Experience working in a role that engages across a range of functions;
- Previous engagement in policy development and/or policy and/or legal analysis and review and/or legislative drafting;
- A commitment to, and understanding of, election and information integrity;
- NQF Level 8 qualification or higher in law, policy, media or another relevant discipline.



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

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 complete a written assessment. Candidates who are successful in the written assessment 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

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, 26th January 2026



Investors in
Diversity

BRONZE

