



Communications Internships

Applications are invited for **paid internships**, which may arise in the Communications Unit of the Department of Foreign Affairs.

The Unit's role is to promote Ireland and Irish foreign policy internationally and to provide strategic guidance to the Minister for Foreign Affairs, Ministers of State, our teams based at the Department's headquarters in Dublin and our Embassy and Consulate network. The Unit is part of the Department's Global Ireland and Economic Division and is made up of the following teams: Press Relations, Multimedia and Digital, Public Diplomacy and Content, Irish Aid Communications, Internal Communications.

A key aspect of the Unit's work is to manage digital communications platforms and advise internally on how digital communications can be used to achieve the Department's objectives at home and abroad. These internships will offer a unique opportunity for talented individuals to work as part of a highly motivated and skilled team on innovative projects covering a range of disciplines of relevance to policy objectives. Internships will be for a duration of 22 months. All internships will be based in the Department of Foreign Affairs, Dublin.

Successful candidates will gain practical experience by contributing to our communications across our digital platforms. The production of accurate and engaging written features and social media copy complemented by suitable multimedia assets for a wide range of platforms and channels will be core to the work. In this context, strong candidates for these roles would be able to display specialist skills in digital media. This may include, but not be limited to, areas like videography, photography, graphic design, digital asset management, social media, copywriting, ensuring consistency and adherence to accessibility standards, and style guidelines.

The Department of Foreign Affairs is committed to a policy of equal opportunity.

Qualifications/Experience:

Essential

- Have at a minimum a second class honours undergraduate degree in one of the following areas: journalism, marketing, communications, design or equivalent.
- Knowledge of digital platforms, content management systems, and social media tools.
- Experience in the production of creative digital content*.
- High level of oral and written communication skills, including copywriting skills.
- Excellent interpersonal skills, initiative and good judgement along with the ability to develop good working relationships and operate as part of a team.

**Where possible please provide links to examples of work in the application form.*

Desirable

- Experience in video production or photography or graphic design.
- Knowledge of the Adobe Creative Cloud suite, in particular Photoshop, Premiere Pro, Express.
- Knowledge of digital marketing and search engine optimisation.
- Knowledge of data analytics.
- Experience in copywriting for online publication.
- Familiarity with Digital Asset Management systems, multimedia copyright and usage rights.
- Knowledge of project coordination.
- Experience operating teleprompters and working with scripted content.
- Knowledge of accessible media (Subtitling, Captions, ALT Tags, SRT Files).
- A strong interest in the work of the Department of Foreign Affairs.

Job Specification:

These roles require specialist skills in digital media, including videography, photography, graphic design, digital asset management, social media, and copywriting. The precise range of duties will vary over time according to the demands of the unit, but will include the following:

- Generate high quality user-focused content for digital channels working across all HQ Units and Missions to ensure consistent presentation and tone of voice.
- Develop and create social media content across platforms, including but not limited to text, images, graphic assets, scripts and videos.
- Research and write engaging content for Ireland.ie aimed at promoting Ireland globally as a place to live, work, study and invest.
- Analyse design briefs, determine requirements, and conceptualise content for digital platforms, primarily Ireland.ie.
- Source appropriate footage and maintaining databases of video and audio content in line with copyright and legal requirements.
- Media management including update and maintaining of internal content databases
- Film original video content for use on Ireland.ie and related social media.
- Edit video material and packaging of all video content in relevant formats across a range of digital channels, including for Mission microsites.
- Ensure accessibility of all video content through inclusion of closed captions and subtitles.
- Conduct research to provide accurate and up-to-date information in both website articles and social media posts.
- Conduct research on industry trends and incorporate relevant learnings into content development.
- Maintain and contribute to a content calendar for website and social media, ensuring consistent and timely content delivery.
- Coordinate across HQ and Mission network to align content with campaigns and initiatives.
- Utilise analytics tools to optimise content.

Candidates will be required to demonstrate digital skills when producing content and writing for online and social media, and will need to show capacity to craft engaging, informative and shareable content for Ireland.ie and related social media channels.

How to apply:

Applications should be made on the official application form. The application form is available at gov.ie/DFACareers

The completed application form should be returned via e-mail to commsintern@dfa.ie with the subject line – **Communications Internship Application**.

Subject to the provisions of the Freedom of Information Acts, 2014, applications will be treated in strict confidence.

The closing date for completed applications is **17:00 (Irish Standard Time) on Monday, 13 May 2024**.

Applications received after the closing date will **not** be considered.

All applications will be acknowledged. If you do not receive an acknowledgment within three working days of the closing date, please contact commsintern@dfa.ie.

All queries should be submitted in writing in the first instance to commsintern@dfa.ie.

The pay rate applicable is the first point of the Executive Officer salary scale.

Assignments will be to a temporary position. There is no entitlement to a permanent position.

Selection Process: Selection will be on the basis of a competitive interview. If a large number of applications is received, candidates will be shortlisted for interview on the basis of information supplied in their application and, if necessary, a written exercise or presentation. Interviews will be conducted in person.

NOTE: Qualifications/eligibility may not be verified by the Department until the final stage of the process. Therefore, those candidates who do not possess the eligibility requirements, and proceed with their application, are putting themselves to unnecessary effort/expense and will not be offered a position from this campaign.

Citizenship Requirements

Eligible candidates must be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who has a stamp 4 visa¹ or a stamp 5 visa;

It should be noted that any attempt, direct or indirect, by or on behalf of a candidate to influence the selection process will automatically disqualify the candidate.

Code of Practice

The selection process for appointments will be conducted in accordance with the Code of Practice for Appointment to Positions in the Civil Service and Public Service. Complaints/requests for review will be considered in accordance with the procedures set out in the Code of Practice which can be accessed by visiting www.cpsa.ie.

General Data Protection Regulation (GDPR)

The current legislation for Data Protection in Ireland is the Data Protection Acts 1988 - 2018 and the General Data Protection Regulation (EU 2016/679). The Data Controller for the collection and processing of your personal data in the Department of Foreign Affairs.

Your personal data will be processed for the purposes of your application and will not be further processed in a manner that is incompatible with those purposes. When you submit an application for a competition, we create a record in your name. Information submitted by you or obtained from third parties on your behalf is used in processing your application. Your data will be retained by the Department for as long as there is a business need to do so and in line with the Department's obligations under the National Archives Act 1986 (as amended). All necessary technical measures have been put in place to ensure the safety and security of the systems which hold this data.

For information on your data protection rights, please see the Department's [data privacy notice](#).

¹ Please note that a 50 TEU visa, which is a replacement for Stamp 4EUFAM after Brexit, is acceptable as a Stamp 4 equivalent.