Job Advertisement

Job title:	Head of Communications (maternity cover, 12 months)
Department:	Communications
Reporting to:	CEO
Salary:	€81,492 (Full-Time pro rata)
Hours:	Full-time or Part-time (flexible arrangements will be considered for the successful candidate)
Location:	Hybrid/Leinster
Contract type:	Fixed term, maternity cover starting December 2026

Role overview

Peter McVerry Trust is a national housing and homeless charity committed to reducing homelessness.

The Head of Communications is responsible for leading and delivering Peter McVerry Trust's communications strategy, managing and enhancing the organisation's reputation, and ensuring compelling, consistent communications that advance our mission and strategic objectives and develop trust restoration. This is a key strategic position within the organisation – managing external and internal communications across Peter McVerry Trust.

We are seeking an experienced communications professional to provide maternity cover for this role for a fixed term contract of 12 months. This is an exciting opportunity to take on a senior communications leadership role and make a meaningful impact across the organisation.

We are committed to attracting the best candidate for this role and are open to discussing flexible working arrangements, including full-time or part-time hours, to meet both organisational and individual needs.

Responsibilities

The role will include but not limited to, the following key responsibilities;

- Deliver a communication strategy that builds an understanding and awareness of Peter McVerry Trust’s vision & mission while aligning messaging with renewed organisational values
  - Rebuild the PMVT brand – helping to develop an understanding of the organisation and the services we offer
  - Build strong stakeholder relationships to strengthen PMVT’s reputation amongst participants, the sector, the media and the wider public / interested parties

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- Advise the Board, CEO and the senior leadership team on media issues and crisis management
- Be a trusted communications partner for the CEO and senior leadership team by delivering timely, key messaging for people in the organisation
- Develop strong relationships with internal stakeholders to leverage effective communications across the organisation
- Developing and maintaining a suite of branded material across all formats including print, advertisements, presentations, video, web, digital media
- Write and design the organisation's yearly Impact Report proving accountability & progress.
- Manage the organisation's social media presence across LinkedIn, Instagram and Facebook

Media

- Manage and develop media relationships and reputation management for PMVT through proactive engagement and media management; professional and timely management of enquiries from press, other media, government departments and agencies
- Build the PMVT brand through proactive PR placement nationally
- Act as the primary point of contact for external media

Internal communications

- Craft a monthly internal newsletter targeting over 500 staff members
- Produce two online all-staff Town Halls per annum in collaboration with the Senior Leadership Team
- Manage the internal intranet
- Support in promoting a culture of open communication by proactively engaging with staff at all levels, ensuring key messages, issues, and feedback are effectively communicated across service areas and functions.

Experience required

Qualifications, Skills and Experience required;

- Honours Degree and/or Masters/Post Graduate Diploma in Communications, Journalism, Public Relations, Marketing or related discipline
- At least 8 years' experience in communications, PR or journalism with successful track record relevant to the post
- Proven ability to develop and implement communications strategies across multiple projects with tight deadlines
- Experience of working across all communication channels, both traditional and digital
- Track record of extensive stakeholder management

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Essential Skills and Attributes:

- Excellent communication and interpersonal skills
- Exceptional English writing and editing skills
- Ability to think creatively and solve problems
- Experience leading communications through a high-profile organisational crises
- Proactive, self-starter and innovator
- Ability to multi-task and prioritise against tight deadlines
- Team player with ability to work with diverse range of internal & external stakeholders
- Excellent working knowledge of Canva
- Working knowledge of CMS systems
- Full driving licence & use of car / ability to meet the mobility requirements of the post

Knowledge

- Experience in delivering accessible communication materials and communicating in Plain English

The person must also demonstrate the following personal attributes:

- Commitment to providing the high quality and professional service
- Respect for others
- Flexibility and openness to change
- Professionalism and discretion

Other information

All employees are required to adhere to PMVT's policies and procedures including but not limited to;

• Confidentiality: It is a condition of service that all information obtained during the course of employment, especially with regard to participants affairs is treated with the strictest confidence.

• Equal Opportunities: To implement Equal Opportunities into your daily practice at all times

• Health and Safety: To be responsible for your own health and safety and that of your Colleagues in accordance with relevant PMVT policies and procedures.

• Child Protection: Follow all child protection legislation, regulations, and guidelines including the PMVT Child Protection and Safeguarding Policy.

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Benefits

- Attractive Salary
- Core Professional Training and CPD
- Cycle to Work Scheme and Tax Saver
- Death in Service Benefit
- Employee Assistance Programme

How to apply

To apply, please download the application form available at pmvtrust.ie/careers and return to recruitment@pmvtrust.ie.

Closing Date for applications: Friday 20th November 2026

Peter McVerry Trust is an Equal Opportunity Employer.

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