

Communications & Administration Officer

(Part-Time / Maternity Leave Cover)

Hours: ~20 hours per week

Duration: 6 months, with the possibility of extension

Location: Dublin-based, Hybrid role

Salary: €18,000/year

Core Purpose

To lead communications, social media, and visual content to raise the profile of women in handball, while also providing administrative and planning support to ensure effective delivery of OHI programmes and alignment with organisational strategy.

Key Responsibilities

Social Media & Digital Content

- Create and schedule engaging content across all social media platforms.
- Design graphics, capture/edit imagery, and produce short promotional videos.
- Monitor engagement, track analytics, and optimise campaigns.

Communications & Branding

- Manage day-to-day communications with members, partners, and media.
- Draft newsletters, press releases, and website updates.
- Ensure brand consistency across platforms, events, and campaigns.

Administration & Records

- Manage email and phone correspondence.
- Maintain accurate membership databases, mailing lists, and filing systems.
- Provide administrative support to the Operations Director and the OHI Board.

Planning & Reporting

- Assist with the preparation of strategic and operational plans.
- Produce progress reports and case studies for funders and partners.
- Maintain project timelines, ensuring deadlines are met.

Event Support & Coordination

- Provide communications and promotional support for competitions and events.
- Capture live imagery and content for social media and press use.
- Liaise with volunteers and staff to ensure effective event delivery.

Skills & Experience Required

- Strong experience in social media management and content creation.
- Excellent written and verbal communication skills.
- Strong organisational and administrative skills.
- Ability to multitask and work to deadlines.
- Proficiency with design tools (e.g., Canva, Photoshop, video editing software).
- Good IT skills (Excel, Word, email platforms).

Desirable Qualifications

- Previous experience in a communications or admin role in a sport or non-profit setting.
- Knowledge of Irish sports landscape, particularly minority sports.
- Experience working with volunteers or community groups.
- Full driving licence and access to a car (not mandatory but a strong advantage).

To apply, email your CV and Cover Letter to joao@olympichandball.org by no later than 26th September. Interviews will take place the week commencing the 29th September.



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