



City of Dublin YMCA



#JOB-2473400



YMCA DUBLIN, 1 Whitefriars, Aungier Street,

Dublin 2, D02 AE40



No of positions : 1



Paid Position



37.5 hours per week



31000.00 Euro Annually



05/10/2026



02/11/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : jude.barry@ymca-ireland.net



Open your camera app & point here to view this ad online



Communications & Impact Assistant

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Organisation: YMCA Dublin

Contract & Hours: Full-time, Permanent (6-month probation) | 37.5 hrs/week

Salary & Leave: €31,000 | 20 days annual leave

Location: Hybrid / Dublin Hubs (min. 2 days/week at Aungier St)

YMCA Dublin is a non-profit building healthy, secure, and connected communities via affordable childcare, dynamic youth work, and integrated community support. Surpluses are reinvested into core services.

Purpose: Ensure everyone has the opportunity to belong to healthy, connected communities.

Mission: Deliver accessible childcare, youth work, and family support via sustainable Community Hubs.

Values: Welcoming, Inclusive, Empowering, Caring, Responsible.

Overview

Supports day-to-day operations of the communications and impact functions. Helping the Communications Manager, Grant Writer, Social Media Officers, and Service Managers to deliver engaging digital communications and maintain high-standard impact measurement systems aligned with YMCA Dublin's mission.

Key Responsibilities

Communications:

Help deliver communications plans, campaign ideas, and delegated comms across childcare, youth, fitness, and community services.

Draft, edit, and post content for social media, newsletters, website, and promotional materials

Research audiences, plan/evaluate event comms, and monitor web analytics.

Manage digital media archives (photos/videos) in line with brand standards.

Impact:

Gather feedback and data from staff, volunteers, and service users.

Help design survey tools and frameworks to evaluate service goals.

Prepare data for quarterly/annual impact reports, donor updates, and grant applications (with the Grant Writer).

Track digital engagement metrics for Senior Management reporting.

Candidate Profile

Essential Criteria:

Third-level qualification (Min. Level 7) or equivalent practical experience in communications, marketing, PR, or a related field.

1–2 years of professional experience in communications, digital media, or PR administration.

Excellent written/oral communication skills adapted for diverse audiences.

Proven experience with social media platforms, content creation tools, and analytics.

Strong organisational and multitasking abilities under tight deadlines.

Desirable Criteria:

Non-profit/voluntary sector experience.

Proficiency with design (Canva/Photoshop) and email marketing tools.

Strong research skills and attention to detail in data collection and impact measurement.

Core Competencies

Comms & Interpersonal: Engaging effectively with internal and external stakeholders.

Creative & Digital: Strong copywriting, storytelling, and digital content creation.

Initiative: Proactive problem-solving and self-motivation.

Organisation: Effective prioritization of creative and administrative tasks.

Technical: Skilled in office software, digital asset management, and CRMs.

Values Alignment: Passion for YMCA Dublin's mission and values

Application: CV & Cover Letter - jude.barry@ymca-ireland-net

Deadline: 19th October 12pm

- This vacancy is suitable for Remote/Blended working
- **Sector:** other service activities

Career Level

- Experienced [Non-Managerial]