



Administrative and Communications Assistant

The Writers' Guild of Ireland are seeking an Administrative and Communications Assistant

The Writers' Guild of Ireland (WGI) is seeking a part-time Administrative and Communications Assistant to support the day-to-day running of the Guild and help deliver projects, partnerships and events, while also managing and creatively developing their online presence.

This is an exciting opportunity for someone who is creatively minded, organised and flexible, with an interest in the arts industry. You will be joining a small, passionate and collaborative team at the heart of Ireland's writing community.

The Role

Reporting to the Executive Director and senior administration team, the successful candidate will provide administrative and communications support across a wide range of activities.

The role operates within a Board-governed organisation and requires comfort working with a range of stakeholders and governance representatives.

- Assisting with the day-to-day administration of the Guild (monitoring emails, scheduling, general support)
- Managing and creatively expanding WGI's social media presence
- Supporting WGI projects, partnerships and member initiatives
- Assisting with the planning and delivery of events and Board meetings
- Regular engagement and communication with Screen Ireland and other industry stakeholders
- Supporting good governance and organisational compliance
- Assisting with member surveys, research projects and data gathering
- Carrying out research and administrative tasks as required

Person Specification

We are particularly interested in candidates who are:

- Comfortable managing social media platforms and creating content
- Familiar with Canva or similar design tools and have basic design capability
- Interested in the arts, writing, film, television or the creative industries
- Organised, proactive and able to work independently
- Flexible, adaptable and happy working across a varied workload
- Strong communicators who enjoy engaging with members

Essential Requirements

- Previous experience in an administrative or support role
- Ability to take initiative and work autonomously
- Strong organisational and time-management skills.
- Communication skills, maintaining and building relationships with WGI's community
- Ability to deliver projects on time and on budget

Desirable

- Social media and website marketing experience
- Knowledge of Canva or other design applications
- Experience of event planning
- Familiarity with the Irish screen industry
- An understanding of corporate governance and compliance

Contract Details

- Location: Hybrid working (office based in Temple Bar, Dublin 2). Some events will be site-specific
- Hours: Part-time, 2 days per week (flexible scheduling)
- Contract: Fixed-term, 12 months
- Salary: €18,000 per annum / €173 per day
- Applicants must have access to their own personal laptop to carry out the role.

Equality, Diversity & Inclusion

The Writer's Guild of Ireland is a disability, diversity, equity and inclusion employer. Though the role is advertised as hybrid, we are happy to accommodate remote and flexible working arrangements where possible. When applying for the role please let us know of any accommodation requirements for attending an interview.

Please note: This role is part-time for two days per week for a fixed term of 12 months and may be subject to vetting.

Deadline: 27 March 2026.

Apply here:

[Administrative and Communications Assistant in Dublin, County Dublin | NFP HR Solutions](#)