



Coimisiún
na Meán

Policy Manager, Children & Vulnerable Adults

Higher Executive Officer Grade
Policy, Research and Strategy Division
Applicant Information Pack



September 2026

Dear Applicant

Thank you for your interest in the role of Policy Manager, Children & Vulnerable Adults.

Working at Coimisiún na Meán, you will help create a thriving, diverse, creative, safe and trusted media landscape, that works for people in Ireland and across the EU.

You will help us regulate, support and develop the media landscape. You will help to uphold everyone's fundamental rights and ensure that we continue to live in an open democratic society.

Our organisation is growing rapidly. We grew from 40 people to 300 in our first three years. Our people come from a wide range of backgrounds: the online and media sectors, civil society, public service, academia and the legal profession. We are proud of the opportunities we give for professional growth. We are committed to having a workforce that reflects the diversity of the society that we serve.

We are delighted to be recruiting for Policy Manager, Children & Vulnerable Adults. This role will contribute to delivering the strategy that we adopted earlier this year. It will contribute to our strategic priorities of ensuring that the media landscape:

- upholds the rights, wellbeing and development of children
- supports democracy and democratic values
- is one that consumers can trust so that they are protected from exploitation and fraud
- reflects and shapes Irish culture and who we are as a society
- promotes the values of justice, equality, diversity and inclusion
- strengthens public health and safety

If you believe this opportunity aligns with your skills and offers a chance to grow professionally, we'd be excited to hear from you and encourage you to apply.

Yours sincerely
Jeremy Godfrey, Executive Chairperson



Left to Right: Rónán Ó Domhnaill, Niamh Hodnett, Jeremy Godfrey, Aoife MacEvilly, John Evans

Our Vision and Mission



Our vision is for a thriving, diverse, creative, safe and trusted media landscape.

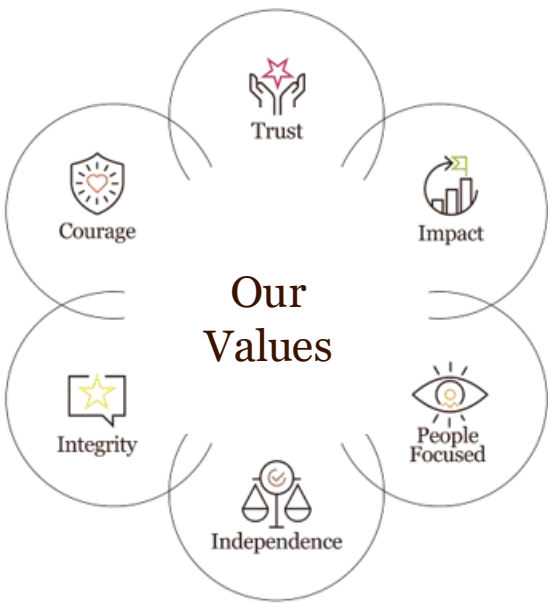


We regulate, support and develop a media landscape that underpins fundamental rights and fosters an open, democratic and pluralistic society.

Our Strategic Outcome Areas



Our Values



About This Role

Role Purpose

The Policy Manager will undertake high-quality, evidence-based policy development and analysis to support An Coimisiún's understanding of issues and developments affecting children in the media landscape. The Policy Manager will provide project management to support efficient and effective development and delivery of projects by the Children & Vulnerable Adults team. The role will also manage and coordinate An Coimisiún's Youth Advisory Committee. The role will support stakeholder engagement activities, including representing An Coimisiún externally. In addition, the Policy Manager will contribute to effective cross-team collaboration and coordination in the organisation.

About the Team/Division

The Children and Vulnerable Adults team is currently one of four teams in An Coimisiún's Policy, Research and Strategy division. The role of the Children and Vulnerable Adults team is support An Coimisiún's understanding of issues and developments affecting children and vulnerable adults in the media landscape, including the online media landscape, by providing subject matter expertise. The current focus of the team's work in this regard is on children. The team also works on a range of initiatives, including in collaboration with other teams within the Policy, Research and Strategy division and within An Coimisiún more generally. Current examples in this regard include management and operation of the Youth Advisory Committee; chairing and coordinating an internal Strategic Outcome Group for Children; and developing and implementing a pilot programme to support children at imminent risk of harm from online content.

The purpose of the Policy, Research & Strategy Division is to ensure that Coimisiún na Meán has a deep and evidence-based understanding of how traditional and online media affect the rights, interests, and welfare of individuals. Its work addresses a broad spectrum of issues across the media landscape, including online safety, illegal harms, the interests of children and vulnerable adults, and the protection of democracy and fundamental rights.



Coimisiún
na Meán

Key Responsibilities

- Undertake evidence-based policy development, including carrying out research, engaging with stakeholders, monitoring external developments and emerging trends, conducting policy analysis, and preparing high-quality materials (e.g. reports, briefing papers and presentations).
- Actively contribute to the development and delivery of projects by providing project management, conducting relevant research, managing and coordinating engagement with external and internal stakeholders, and supporting compliance with relevant governance requirements.
- Manage and coordinate An Coimisiún's work to develop and engage with the Youth Advisory Committee.
- Support and contribute to external stakeholder engagement activities, and represent An Coimisiún in external fora.
- Coordinate and collaborate with internal stakeholders, including by participating in or supporting the activities of cross-functional working groups, advisory committees and similar fora.
- Prepare high quality briefing materials, speaking points and presentations, including to support senior colleagues' participation in external events.
- Line management, coaching and mentoring of one team member.
- Contribute on an ongoing basis to effective and efficient team communications, collaboration, coordination and operations.

The above is intended as a guide to the general range of duties and is intended to be neither definitive nor restrictive and is subject to review.



About You

Experience, Skills, Knowledge & Qualifications

Essential Criteria

- NQF Level 8 qualification or higher in public or social policy, project management or another discipline relevant to the role.
- At least 3 years' professional experience in policy development, policy analysis and research relating to children.
- Experience in project management, including project design, planning, delivery, monitoring and review.
- Experience managing and coordinating statutory or senior-level committees, including preparing communications, meeting agendas, terms of reference, briefing materials and meeting reports/minutes.
- Experience preparing and delivering high-quality written and oral communications, including reports, briefing papers, speaking points and presentations, for internal and external stakeholders.
- Experience working collaboratively within and across teams and with a diverse range of internal and external stakeholders, including Government departments, statutory bodies, civil society organisations, academia and/or industry.
- Professional experience of people and line management.
- Knowledge and understanding of issues affecting children and young people in the media landscape.
- Ability to work efficiently and effectively to manage multiple priorities, work independently and deliver high-quality work to a high standard of accuracy.

Desirable Criteria

- Professional experience in policy development, policy analysis and research relating to children in one or more areas relating to the media landscape that fall within the scope of An Coimisiún's mandate (online, broadcast, television, radio, digital, or other media environments)
- Experience managing and coordinating statutory or senior-level committees, or similar fora, that include young people under 25.
- Facilitation skills, in particular facilitating children and young people to express their views for the purposes of informing decision-making processes affecting them.
- Knowledge and understanding of legislation, regulation and policy relating to the media landscape within the scope of Coimisiún na Meán's regulatory remit.
- Knowledge and understanding of, and experience of working with, national, European and international human rights standards, in particular children's rights standards.



Key Information

Benefits, Package & Pay

- This position is offered on a Permanent basis.
 - Full time, 35 hrs per week
 - Annual Leave: 29 days per annum
 - The role will be a hybrid role combining home and office working. Our current hybrid policy is 2 days in the office.
 - Our office is located at One Shelbourne Buildings, Shelbourne Road, Dublin 4, D04 NP20.
 - For a full list of benefits see our website [here](#)
 - This position is graded at the Higher Executive Officer [scale](#)
- Successful candidates will be appointed on the first point of the scale.

Citizenship Requirement

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 permission* or stamp 5 permission.

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

To qualify candidates must meet one of the citizenship criteria above at the time of application.



Trust



Impact



Courage



Independence



People
Focused



Integrity

Application Process

If you are interested in applying for this position, please submit:

- A CV (max 2 pages) and a Cover letter/personal statement (max 1 page) outlining why you believe your skills, experience and values meet the requirements of the position **via [HERE](#)**
- All positions require candidates to live in the Republic of Ireland or Northern Ireland.
- Candidates who engage in canvassing will be disqualified and excluded from the process

Late applications or applications not received through the correct channel, as indicated above, will not be considered.

For queries related to the application or selection process related to this role, please contact cnam@cpl.ie

Competencies

Please see the competencies below that will be assessed at interview stage for this competition. For more information on the competencies visit our [frequently asked questions](#).

- Team Leadership
- Judgement, Analysis and decision making
- Management and Delivery of Results
- Interpersonal and Communication skills
- Specialist Knowledge, Expertise and Self Development
- Drive & Commitment to Public Service Values



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Courage



Independence



People Focused



Integrity

Privacy Notice

Coimisiún na Meán (An Coimisiún, CnaM, we, our) processes the personal data arising as a result of its recruitment campaign. The Data Controller is CnaM, and the Data Processor appointed by CnaM to conduct the recruitment process is CPL. The Data Controller's contact details are - Data Protection Officer, Coimisiún na Meán 1 Shelbourne Buildings, Shelbourne Road, Dublin 4, D04 NP20, Ireland.

Email: dpo@cnam.ie **Phone Number:** 01 963 7755

CnaM will process the personal data collected during the recruitment process for the purpose of the review, consideration and selection of applications and the contacting of applicants. Third party recipients may include CnaM representatives. CnaM does not transfer personal data outside of the EU or EEA.

CnaM's legal bases for collecting and processing this data may include:

- Contract - where the processing is necessary for the performance of a contract, or in order to take steps at the request of the data subject prior to entering into a contract

and/or

- Consent - where you have given explicit consent to the processing (e.g. reasonable accommodations)

The personal data processed will be stored securely. This data will be stored for a maximum of 12 months in the event of an unsuccessful application.

Applicants have the right to access their data and to rectify any inaccuracies in their data. To do this, please write to the Data Protection Officer at the address listed above. Applicants have the right, where appropriate, to the erasure of their data and/or a restriction on processing of their data. In addition, data subjects have the right to lodge a complaint with the Data Protection Commission. Our full Data Protection Statement is available here: <https://www.cnam.ie/governance/data-protection-privacy/privacy-statement/>

Selection Process

The selection process will include:

- Shortlisting of candidates based on the information provided in their application, assessed against the specified criteria for the role.
- Candidates shortlisted will be invited to a competency-based interview which will include a presentation.
- Interviews be conducted in person at our Dublin office.

Reasonable Accommodations

Reasonable accommodations will be provided, if required, during the recruitment process. To discuss and request reasonable accommodations in confidence please contact Angeline McKiernan at amckiernan@cnam.ie

Coimisiún na Meán is an equal opportunities employer. We welcome applications from candidates with diverse backgrounds and are committed to championing an inclusive and diverse workforce which reflects modern Ireland. We work to create a culture where everyone has equal access to opportunity and feels comfortable to be their authentic selves at work.

Closing Date: 3pm, 14th October 2026.

