Enterprise Ireland

005.EIG.26E

National Graduate, People Ireland Graduate Programme 2026-2028

Candidate Booklet

Delivering for Ireland and Leading Globally

Who We Are

Enterprise Ireland is the Irish government's trade and innovation agency, supporting innovative Irish businesses to grow globally. We help ambitious, export-focused companies scale, create jobs and expand internationally. Our clients employ over 230,000 people across all regions of Ireland, making a significant contribution to the Irish economy.

Our strategy, *Delivering for Ireland, Leading Globally (2025 - 2029)*, aims to 'Accelerate Sustainable Irish Business' by supporting exporting companies to drive economic growth and employment nationwide, with the long-term goal of making them the primary engine of the Irish economy. It focuses on four objectives: Start, Compete, Scale and Connect.

Enterprise Ireland delivers tailored support through start-up, scaling, innovation and leadership programmes, alongside funding and investment schemes. This is driven by approximately 850 colleagues across a network of offices in Ireland and over 40 international locations, helping Irish businesses succeed globally.

A message from our CEO

At Enterprise Ireland, our purpose is to accelerate sustainable Irish business, by supporting exporting companies at home and abroad. Every role within our organisation contributes to that end goal. We rely on talented, curious, and purpose driven people who want to make a meaningful impact. This booklet will give you an insight into the opportunity ahead, and I hope it conveys the pride we take in our work, our culture, and the difference we make for companies and communities across Ireland. - Jenny Melia



Strategy Summary

Accelerate Sustainable Irish Business to

Start **Compete** **Scale** **Connect**

using key levers of

- Funding Ambition
- Igniting Innovation
- Embracing Sustainability
- Strengthening Skills & Talent
- Maximising Global Opportunity
- Driving Performance

delivered through

- Our People & Culture
- Service Excellence
- Our Partnerships

About this Role

Job Title:	National Graduate – People Ireland
Grade:	Graduate
Department:	People Ireland
Division:	People & Global Markets
Reporting To:	Senior Executive – People Experience
Location:	Dublin
Job Reference:	005.EIG.26E
Contract Type:	Fixed Term until August 2028
Salary:	Year 1 - €35,617 Year 2 - €37,342
Closing Date:	4th December 2026

Role Purpose

The Enterprise Ireland Graduate Programme provides graduates with a unique opportunity to launch their careers while contributing to the development of Irish enterprise. Graduates work on meaningful assignments, receive structured learning and development support, and gain broad exposure to the organisation's mission of helping Irish businesses scale and succeed globally.

The purpose of this position is to support the People Ireland Team with the implementation of the people strategy and the delivery of a positive employee experience throughout key stages of the employee lifecycle, with a particular focus on recruitment, onboarding, induction, probation and employee engagement initiatives.

Working closely with the People team, hiring managers and external partners, the successful candidate will gain practical experience across talent attraction, onboarding, HR data reporting and people-related projects. The role offers an excellent opportunity to develop broad HR knowledge while contributing to the delivery of a high-quality and consistent colleague experience.

Key Deliverables

- Support the Senior Executive and wider People Ireland team in delivering key projects aligned to the organisation's People Strategy, contributing to initiatives that enhance employee experience, engagement and organisational culture.
- Take ownership of assigned project activities, tracking actions, preparing updates and engaging with stakeholders to support successful delivery of people-focused initiatives.
- Coordinate and support ED&I, wellbeing and employee engagement initiatives, including communications, surveys, reporting and event logistics.
- Assist with the preparation and delivery of the quarterly inductions whilst ensuring continuous improvement.
- Create engaging employee communications, presentations, videos, social content and promotional materials to support colleagues throughout the employee lifecycle.
- Support the design, development and maintenance of SharePoint pages and digital resources that enhance colleague access to information and services.
- Maintain and continuously improve the Onboarding Hub and associated employee resources, ensuring information remains accurate, relevant and user-friendly.
- Identify opportunities to improve existing processes and programmes through streamlined ways of working, automation and digital solutions.
- Support the design and analysis of surveys, evaluations and feedback mechanisms to measure programme effectiveness and identify improvement opportunities.
- Analyse and present people data, employee feedback and research findings through dashboards, infographics, reports and presentations, translating insights into meaningful recommendations for stakeholders.
- Partner with colleagues across the People Ireland team to support the planning and delivery of projects, workshops, meetings, employee events and organisational initiatives.
- Support development of people related policies, processes and templates as required.
- Build effective relationships with internal and external stakeholders.

Functional Competencies (Key Skills & Knowledge)

- A minimum of a (NFQI Level 8) 2.2 degree in Human Resource Management, Business, Psychology, Organisational Behaviour, Commerce or a related discipline between January 2024 and August 2026 is essential.
- Eligibility to work under an Irish contract of employment for the duration of the contract is essential.
- Strong skills with Microsoft Office365 suite, Teams, OneDrive, SharePoint are essential.
- Evidence of taking initiative and proactively contributing to activities, projects, or responsibilities through work experience, internships, volunteering, student leadership, or academic projects is essential.
- Strong digital content creation skills, including PowerPoint, Canva, video creation, graphic design and SharePoint administration is essential.
- Ability to communicate clearly and confidently, including preparing and delivering presentations to a variety of audiences is essential.
- Strong project coordination skills with the ability to manage assigned tasks, prioritise workload, and deliver work within agreed deadlines is essential.
- Work placement or internship experience in HR, Organisational Development, recruitment, administration or customer service is desirable.
- Creative thinker with the confidence to suggest new ideas and approaches to improve colleague and candidate experiences.
- Ability to develop effective working relationships and collaborate with colleagues and stakeholders across teams.
- Ability to analyse information, identify trends and present insights clearly through reports, presentations and dashboards.
- Strong work ethic; self-starter & highly motivated.

Values & Behavioural Competencies Framework

Enterprise Ireland interviews follow a competency-based format and consist of two key sections:

1. The first section will be a detailed exploration of your skills, knowledge and experience (functional competencies) and how these may enable success in delivering on the objectives of this role.
2. The second section of the interview will focus on the behavioural competencies relevant to the role, exploring how your experiences and behaviours align with the requirements for success in the position.

Values	Behaviours	
Client Focus Putting our clients' needs at the heart of everything we do.	**Listening & Acting** *I work closely with clients & stakeholders, actively listening and seeking feedback to understand their perspectives and requirements and deliver sustainable solutions.*	**Relationship focused** *I empathise with clients and colleagues building trusting relationships internally and externally.*
Impact Generating sustainable and measurable impact that benefits Ireland and all our stakeholders today and into the future.	**Empowered Leadership** *I am self-aware and take ownership of my own behaviours and act in accordance with our values.*	**Results-focused** *I am resilient in the face of obstacles and challenges. I deliver measurable outcomes through my work, continually adding value for my organisation and our clients for the benefit of the economy and society.*
Le Chéile Working together, as one global team, and with our partners, to drive great outcomes.	**Collaborative & Inclusive** *I am part of a team, I value effective working relationships with my colleagues, clients, and partners, and respect the contributions and perspectives of others.*	**Develop Self & Others** *I take ownership of my personal and professional development, embracing a growth mindset and committing to learn, adapt, and improve, developing myself and others.*
Excellence Working at pace, innovating and taking pride in our achievements.	**Innovative & Driving Change** *I am open to new ways of working, am adaptable, agile and anticipate changes in the business environment.*	**Strategic Alignment & Decision Making** *I align my work with our purpose and strategic priorities, take initiative, gather input and make informed decisions to solve problems and deliver excellent results.*
Integrity Getting the best outcomes by doing the right thing.	**Committed to Public Service** *I understand and take pride in Enterprise Ireland's role in serving the people of Ireland. I demonstrate a sense of corporate responsibility and commitment to transparency & accountability.*	**Respectful & Straightforward** *I maintain high standards, always do the right thing, even when it's hard, and am respectful and honest in voicing my opinion and giving and receiving feedback.*

Employment Conditions

Standard attendance is 35 hours per week (net) exclusive of lunch breaks. Flexible working and hybrid working arrangements may apply subject to organisational policy and business requirements.

On appointment, the appointee will serve a probationary period. In certain circumstances, the probation period may be extended, in line with Policy and Procedures.

The Public Service Sick Leave Scheme and the applicable occupational sick pay arrangements apply to this position. Full details will be available upon appointment.

Annual leave entitlement for this role is 22 days per annum, increasing in accordance with Enterprise Ireland policies and public service arrangements.

Salary Scale

Year 1 €35,617

Year 2 €37,342

Remuneration is subject to all statutory deductions, e.g. P.A.Y.E. and P.R.S.I.

Increments may be awarded, subject to satisfactory performance and to changes in the terms and conditions relating to salary increments in the Civil/Public Service generally. This rate is gross before deduction, inter alia of the employee's contribution to the pension scheme operated by the Agency.

Candidates should note that entry will be at the minimum of the relevant scale.

Pension

Superannuation and Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Public Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at www.singlepensionscheme.gov.ie

Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

Key provisions attaching to membership of the Single Scheme are as follows:

- Pensionable Age: The minimum age at which pension is payable is the same as the age of eligibility for the State Pension, currently 66.
- Retirement Age: Scheme members must retire on reaching the age 70.
- Career average earnings are used to calculate benefits (a pension and lump sum amount accrues each year and are up rated each year by reference to CPI).
- Post retirement pension increases are linked to CPI.
- Pension scheme provisions include arrangements relating to ill-health retirement, in accordance with the rules of the relevant pension scheme.

Pension Abatement

If the appointee has previously been employed in the Civil and/or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Services pension comes into payment during his/her re-employment that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme or Other Provisions) Act 2012.

Please note: In applying for this position, you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.

How To Apply

Eligibility:

Applicants must have the legal right to work in Ireland at the time of application, and for the duration of the role and be available to work in the Enterprise Ireland location specified for the role.

Application and Selection Process:

The selection process may include shortlisting of candidates. The selection criteria will be based on the essential requirements of the position. It is therefore important that you provide a detailed and accurate account of where you believe your skills and experience meet the requirements for the position in the digital application form, including specific examples relevant to the role.

To apply for the position, please upload your CV and complete the digital application form by **Friday, 04 December 2026.**

We celebrate and harness the diversity, individuality, and talents of all our people. We aim to be an Equality, Diversity & Inclusion (ED&I) role model, by harnessing our unique talents to work with Integrity, with our diverse workforce being central to our success. If you require any reasonable accommodations during the application or recruitment process, please contact accessibility@enterprise-ireland.com.

Should you have any queries, please contact graduates@enterprise-ireland.com.

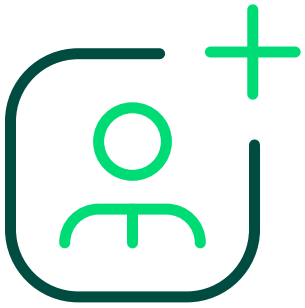
ISSUED ON Friday, 20th November 2026

Enterprise Ireland is an equal opportunities employer

Recruitment Data Protection Statement | Enterprise Ireland

Benefits of Employment at Enterprise Ireland

Benefits



- Public sector pay scales
- Competitive Annual Leave entitlement
- Family Friendly Policies
- Employee Assistance Programme
- Flexible Working arrangements
- Blended Working Model
- Cycle to Work & Annual Travel Pass Schemes
- Obligatory pension schemes with additional voluntary contribution option

People & Culture



- A meaningful purpose, contributing to the growth and global success of Irish enterprises.
- Global exposure – be part of an international organisation with offices worldwide
- Strong focus on equality, diversity and inclusion (ED&I)
- Wellness initiatives
- Employee led networks e.g. CSR, Green Team, and Innovation Network

Career



- Career progression opportunities
- Comprehensive structured onboarding
- Access to LinkedIn Learning platform
- In-house and leadership training – continuous professional development opportunities
- Employer-sponsored academic education opportunities, including support for further studies and paid study leave, where applicable.

Global Opportunities

Enterprise Ireland operates on a truly global scale, with significant international and national office presence. This extensive network enables the organisation to support Irish businesses in entering and expanding within global markets, while maintaining strong local connections. The reach and diversity of our teams reflect Enterprise Ireland's commitment to fostering innovation, inclusion, and economic growth both at home and abroad.

Our Global Presence

We operate across a diverse range of regions, ensuring local expertise with a global perspective. Our locations include:

- Americas
- Asia-Pacific (APAC)
- India, Middle East & Africa (IMEA)
- United Kingdom & Europe
- Multiple sites across Ireland

