



At Liberty, we value the differences of our employees and take pride in our diverse workplace.

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<b>Job Title</b>	Corporate Communications & PR Analyst
<b>Division</b>	Strategy & Transformation
<b>Reports to</b>	Head of Communications, Corporate Reputation & Sustainability
<b>Location</b>	Digital Working Model (primarily remote working with option of spending 2 days per week in office location – Dublin or Cavan)

### Job mission

This position will be responsible for the execution of Corporate Communications and PR activities for Liberty Insurance Ireland both internally & externally whilst also executing our Western European Market (WEM) communications plan locally.

### Key Tasks & Responsibilities

- Co-ordinate and support local communication activities in line with the overall WEM Communications corporate business plan.
- Support the overall Communications function i.e., Corporate Social Responsibility, Internal Communications, External Communications in Ireland.
- Support the business functions and WEM Leaders in relation to their communication requirements on a local level in line with the WEM Communications corporate business plan.
- Enhance relationship with media, press, and external stakeholders to increase the visibility of our product(s) and brand(s).
- Generate and adapt content at a local level for press releases, press conferences, media stories, annual reports, studies, etc.
- Liaise and provide information to the Brand Department and Social Media team to ensure content alignment.
- Coordinate PR crisis locally and act as point of contact to ensure alignment with WEM and Global Retail Markets as and when required.
- Contribute to high local eNPS via local events and internal communications promoted by Talent and Communications teams.

### Qualifications

- Degree in Journalism, PR, or Marketing.

### Knowledge & Experience

- 1 years' experience in a Communications and Public Relations role for an enterprise or a PR Agency.
- Experience of managing PR agencies.
- Business and results focussed – ability to manage resources and deadlines while maximising results.
- Excellent writing/drafting, organisation & communication skills with a clear eye for detail.
- Good relationship and influencing skills, ability to build relationships across all levels of the organisation.

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### Our values

**Keep it Simple**  
Be clear and transparent

**Make things better**  
Be proactive and challenge the status quo

**Put people first**  
Act with empathy, dignity and respect

**Be open**  
Engage with all people and possibilities

**Act responsibly**  
Do what's right and follow through



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## Competencies

- Excellent writing skills.
- Team player, excellent collaborator, and communicator.
- Highly motivated to produce timely, insightful deliverables.
- Excellent presentation skills.
- Ability to work in a fast-paced environment, multitasking, and meeting multiple deadlines.
- Ability to adapt to evolving techniques and changing business challenges.
- Excellent interpersonal skills with ability to work closely with other individuals/teams to achieve goals.
- Seeks to maximise the benefits of a collaborative, team-focussed organisation.
- High attention to detail and accuracy.
- Planning and organisational skills.

**Liberty Insurance is an Equal Opportunity Employer**

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