



Job Details

Title: Engagement Lead and PA
Reports to: VP of Access Network Deployment Lead UK/IE
Location: Eastpoint
Duration: Full Time

About Virgin Media:

At Virgin Media, we've got a very different way of looking at the world - and it shows in what we're like as a place to work. We think work should be fun - because fun is what our customers demand from our services. So you'll be joining a bunch of people who are free-spirited, capable of coming up with their own ideas, and given free rein to put their talents to their best use. But besides being all about fun, we're also deadly serious when it comes to putting our customers first! Whether it's TV, mobile, home phone or super-fast broadband services, at Virgin Media Ireland we're 110% focused on making our customers lives easier, richer and a little bit more fun.

It's not a nine-to-five, clock in and tune out sort of place. And there's no corporate mask to put on at the door – you can just be yourself. We're hard working, but in it together. Creating something special. Because let's face it. If you don't love what you do, it's time to do something else. Join us.

About the Role:

You will lead employee engagement and internal communications across the wider *Technology & Innovation (T&I)* department in Ireland, helping improve engagement. You will be PA to the VP Access Network Deployment Lead UK & Ireland and manage the day to day running of a busy office working closely with HR and Finance

The role has two main components:

Personal Assistant

- Keep the VP on schedule and focused on priorities.
- Diary management, minute taking, presentation preparation, documentation review and ad hoc administration tasks.
- Development standard operating procedures for routine VP support activities.
- Being the single point of contact in head office for T&I employees based outside HQ.
- Process the ad-hoc travel, accommodation and related expense administration on behalf of the VP and broader team. This includes developing and overseeing the travel budget, endeavouring to find the best value option and save costs where possible, maintain all associated administration, and ensure all costs are appropriately booked and recharged where applicable.
- Manage several procurement and financial processes on behalf of the department.
- Manage ad hoc report or information requests for the department.

T&I Engagement Lead

- Lead employee engagement planning across the T&I team and supporting individual teams with their local engagement plans – in an open minded and fun way.
- Working closely with HR and Group Engagement leads to ensure T&I engagement planning is closely aligned to the company plans.
- Developing and executing an internal communications plan for the T&I team, working closely with the Internal Communications Manager.
- Manage and coordinate events for the VP and wider T&I teams, including All Hands/Townhall events, engagement office visits and hosting senior visitors from the central T&I organisation.
- Develop effective internal and external stakeholder relationships at all levels.

The Person

The ideal candidate will be an experienced PA with a creative flair, strong people skills and a sense of fun - preferably coming from a medium to large sized technology organisation.

The key attributes for the role are as follows:

- Professional and experienced PA – 5 years exp.
- Excellent communications skills – written and verbal.
- Experienced in engaging with people at all levels.
- Experience of creating and executing internal communications content that creates excitement, clarifies business priorities and generates employee engagement
- Advanced Competency – Word, Excel & PowerPoint - Microsoft Office Specialist (MOS) – Diploma preferred.
- Strong financial acumen.
- Ability to perform tasks in a timely manner with high attention to detail.
- Ability to work across functions to deliver common objectives.
- Innovative and customer focused.
- Continuously looking to improve how we work.

Join and you'll be part of the Virgin Media family. You can trust us to do the right thing by you. We're a great place to work – and we offer impressive benefits too. Get ready for a generous holiday allowance, contributory pension and of course, discounts on our fantastic mobile, broadband and cable.

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Virgin Media is an equal opportunities employer. Having a diverse workforce is critical to the success of our business.