

About us

The **Society of Actuaries in Ireland** is the professional body representing the actuarial profession in Ireland.

Actuaries help develop solutions to address financial, business and societal issues involving uncertain future events. Most of the Society's members work in the financial services industry and actuaries are recognised as key players in the financial management of pension schemes and insurance companies. As the profession grows, actuaries are also moving into wider fields and successfully applying their skills in new ways.

We serve our members by:

- Developing the role and standing of the actuarial profession – *for example, through engagement with employers, policymakers, regulatory bodies and other stakeholders and by providing thought leadership on matters where an actuarial perspective adds value;*
- Helping actuaries to build the skills and knowledge needed for current and future practice – *for example, by delivering a comprehensive programme of continuing professional development events; and*
- Guiding actuaries in delivering high quality work – *for example, by developing actuarial standards of practice.*

Our members are a dynamic community of professionals who contribute actively to our work by participating in our committees and working groups on a volunteer basis.

We are now recruiting a **Head of Engagement and Communications**.

Role

We are excited about the prospects for the future of the actuarial profession and we are delighted to present the opportunity for our new **Head of Engagement and Communications** to help shape that future.

We continually strive to ensure that our activities are aligned with our members' needs and expectations and that members have a strong sense of engagement with the Society. We also work at growing the role and reputation of the profession and the career opportunities for actuaries.

As **Head of Engagement and Communications**:

- You will develop a coordinated approach to building member engagement and you will steer its implementation;
- You will also play a leading role in developing the Society's public profile.

Remuneration will be commensurate with the responsibilities of the role and with the skills and experience of the successful candidate.

Key responsibilities

Member Engagement

1. Proactively support our Member Engagement, Lifelong Learning and Recent Qualifiers Committees in the development and delivery of Action Plans that are aligned with our strategic objectives.

This will include ensuring that services delivered to members are accessible and beneficial to them. It will also include exploring how best to deliver an engaging programme of continuing professional development (CPD) activities.

An overview of 2020 Vision, our 2017-2020 Strategy Plan, is available at:

<https://web.actuaries.ie/press-publications/strategy-plan>.

2. Provide input and constructive challenge in respect of member engagement dimensions of strategic priorities led by other Committees, such as professional regulation initiatives.

3. Contribute to the development of initiatives and partnerships that will support the achievement of strong member engagement.

This may include initiatives to build engagement with particular segments of our membership (such as members working outside traditional actuarial areas) and partnerships to enhance our CPD offerings.

4. Lead the development of effective member communication channels and oversee their implementation.

This will include developing and implementing a content strategy for our website (www.actuaries.ie).

5. Implement key performance indicators that track progress in relation to member engagement.
6. Oversee the management of our administration functions and the delivery of member services. Ensure that all services to members are of high quality and are provided in an efficient and cost-effective way.

Public Profile

7. Identify potential external communications opportunities and develop a programme of activities to raise the visibility of the actuarial profession and extend its spheres of activity and influence. Once approved, manage the implementation of the programme.
8. Support our Public Relations Group in developing a structured approach to engagement with stakeholders, with a focus on key public policy decision-makers in areas where an actuarial perspective can add value.
9. Support the promulgation of thought leadership / research work with a view to maximising its reach and impact.
10. Contribute to the development and implementation of initiatives aimed at promoting the actuarial skill set beyond traditional areas of actuarial work.
11. Manage the creation of press releases and other media interactions.

Other duties commensurate with the role may also be required. You should expect the role to evolve over time and adapt to the Society's changing needs.

Requirements

- (a) Holding a third level qualification that contributes to your ability to perform the role would be an advantage.
- (b) You should have a track record of high performance in a role that required you to do at least some of the following:
 - i. Build employee engagement;
 - ii. In a membership body, build member engagement;
 - iii. Lead change management programmes;
 - iv. Develop and implement education / CPD programmes;
 - v. Develop and implement an internal and/or external communications strategy;
 - vi. Work creatively with a range of different stakeholders within and outside the organisation;
 - vii. Create and implement ideas for actions to achieve strategic goals.
- (c) You should be self-motivated, positive, flexible, reliable and able to show initiative.
- (d) Excellent verbal and written communication skills, and excellent interpersonal skills, will be essential. You should have the ability to articulate desired outcomes and motivate committee members (volunteer actuaries) and work colleagues to deliver these outcomes.
- (e) You should be able to prioritise competing workloads. A good team player, you should be comfortable with both leading work and taking on work on a "hands-on" basis.
- (f) A good understanding of the financial services industry, in particular insurance and/or pensions sectors, would be an advantage.

This is not necessarily an exhaustive list of skills, experience and personal characteristics required.

How to apply

To apply for this role, please send your CV to

Yvonne Lynch
Director of Professional Affairs
Society of Actuaries in Ireland
Clanwilliam House
Clanwilliam Place
Dublin 2
D02 AV90
Email: Yvonne.Lynch@actuaries.ie