



ROLE: Programmes Communications Officer

SALARY: €28,000 – 30,000 per annum (depending on experience and qualifications)

LOCATION: An Taisce Environmental Education Unit, Dublin 8

CLOSING DATE: 7th January 2019

APPLY: Email Sinead McCoy at: smccoy@eeu.antaisce.org.

PURPOSE

The Environmental Education Unit (EEU) of An Taisce operates the Clean Coasts Programme and the National Spring Clean in Ireland.

Clean Coasts engages communities in the protection of Ireland's beaches, seas and marine life. The programme is currently funded by the Department Housing, Planning, Community & Local Government, Fáilte Ireland, Irish Water and Coca-Cola. Clean Coasts is made up of two elements; Clean Coasts Volunteering and the Green Coast Award. Currently there are over 800 Clean Coasts Groups operating along the coast of Ireland.

The programme promotes and facilitates coastal clean-up initiatives and marine litter surveys which result in a tangible and immediate improvement in Ireland's coastal environment. Clean Coasts organises hundreds of beach clean-ups annually mobilising thousands of volunteers, removing considerable quantities of marine litter from Ireland's beaches and waterways.

Clean Coasts has developed a suite of community engagement initiatives that has led to the expansion of the Clean Coasts programme, including; Clean Coasts Week, the Big Beach Clean weekend, Love Your Coast Photography Competition, Clean Coasts Ocean Hero Awards, Clean Coasts Road Show, #2MinuteBeachClean, Think Before You Flush, and the Clean Coasts Corporate Volunteering Programme.

National Spring Clean is an anti-litter campaign encourages every sector of society to take responsibility for the environment by conducting clean-ups in their own local areas. The National Spring Clean (NSC) takes place annually throughout the 'Spring' month of April, with the aim of raising awareness of the problem of litter nationally

The post of Community Communications Officer will be full-time role based in Environmental Education Unit Dublin office with 3 month probation period. The post will be 32.75 hours per week.

TASKS AND RESPONSIBILITIES

Working with the Clean Coasts and National Spring Clean teams to deliver aspects of the Coastal Programmes including:

Communications

- Develop key media messages and media strategy in conjunction with the National Spring Clean Manager and Coastal Communities Manager.
- Complete media pitches for key launches and events
- Prepare and issue Press Releases to national and local media
- Contact registered groups to collect content for local press releases
- Manage the logging of media files, articles, databases and contacts
- Maintain strong social media presence and programme personality throughout the year
- Develop a strong network of key stakeholders, including journalists and other communications professionals
- Manage and update content for the National Spring Clean website and Clean Coasts website
- Promote and conduct analysis on the impact of our communications activities
- Liaise with our existing partners in Local Authorities and other partners of the programme
- Assist the National Spring Clean Manager and Coastal Communities Manager to prepare reports for funders and stakeholders as required
- Assist with the organizing of Clean Coasts events which include:
 - Coca-Cola Clean Coasts Week
 - Love Your Coast Awards
 - Big Beach Clean
 - Clean Coasts Symposium
 - Ocean Hero Awards
 - Clean Coasts Beach Cleans
 - Ocean Talks
- Reporting to Coastal Communities Manager, National Spring Clean Manager and Senior Management Team
- Assist other Projects/Programmes that An Taisce run when necessary
- Undertake any other such relevant duties as may from time to time arise and are considered appropriate.

PERSON SPECIFICATION	Attributes
Qualifications and Attainments 3rd Level Qualification (preferred in Environmental Field)	Essential
Experience	
A minimum of two years experience in communication role	Preferable
Knowledge, Skills & Aptitudes	
Excellent organizational skills	
Excellent communications and interpersonal skills	Essential
Excellent written and verbal skills	
Excellent computer skills	Essential
Ability to manage a workload within tight deadlines	Essential
Ability to work with a wide range of stakeholders including community groups, local authorities and other agencies	Essential

Web editing skills	Preferable
Disposition	
Be a self starter	Essential
Be dependable and flexible	Essential
Be committed to working as part of a team	Essential
Tact and Diplomacy	Essential
Access to own transport with a clean driving licence	Preferable
Knowledge of Environmental Issues	Preferable
Knowledge of Sustainable Development	Preferable