



An Taisce

The National Trust for Ireland

ROLE: Communications Officer – Environmental Education Unit

SALARY: €28,000 - €33,500 per annum (depending on experience & qualifications)

LOCATION: 5a Swifts Alley, Francis Street, Dublin 8

CLOSING DATE: 11th October 2019, 5pm

APPLY: Please email a copy of your CV with Cover Letter to Anthony Purcell: apurcell@eeu.antaisce.org

DESCRIPTION

The Environmental Education Unit (EEU) of An Taisce is now recruiting a full-time Communications Officer based in our Head Office in Swifts Alley, Francis Street, Dublin 8.

The EEU operates some of Ireland's largest and most successful environmental programmes and campaigns in partnership with different stakeholders, including; international organisations, public departments and agencies, private sponsors, schools and communities, with the aim of creating long term positive behaviour change among participants. Programmes include; Green-Schools, Clean Coasts and GLOBE.

The EEU is recruiting for a Communications Officer to work on specific environmental programmes and campaigns. A great opportunity exists for a dynamic individual who would enjoy the challenge of working across various programmes, to develop and implement effective communication strategies with internal and external stakeholders. The successful candidate will work with the existing communications team and report to senior management.

The post will be 32.75 hours per week and a degree of flexibility of working hours around evenings and weekends will be expected. The duration of this appointment will be for an initial twelve months period, at which time the position will be reviewed in the context of funding and performance. A three months probationary period will also apply.

TASKS AND RESPONSIBILITIES

- Develop and define a plan for communication of an European wide project to promote the project’s objectives, methodology, implementation and results;
- Plan a dissemination strategy for the engagement of the scientific community and professionals;
- Exemplify a dissemination plan at the level of local authorities and NGOs;
- Provide opportunities and create avenues which will: ensure strong project identity and consistency; highlight results and achievements, raise awareness, attract participants, engage key stakeholders and reach a large audience.
- Manage programme specific communications including; social media, website management, e-zine production and circulation, all social media platforms, press releases, media liaison
- Organise project launches and photo-calls as required
- Administer an online application process
- Assist in the organisation of specific events and competitions
- Assist with the production of programme related materials and reports
- Undertake any other such relevant duties as may from time to time arise and are considered appropriate.

SPECIFICATIONS & REQUIREMENTS

PERSON SPECIFICATION Attributes	Requirements
Qualifications and Attainments	
Third Level Qualification in communications/marketing/environmental studies/science/education/journalism	Essential
Experience	
A minimum of two years’	Essential

experience in a field relating to communications/ environmental education/ science/ education or sustainable development.	
Knowledge, Skills & Aptitudes	
Knowledge of Environmental Issues	Essential
Excellent understanding of communication tools/techniques	Essential
Proficiency in use of all social media platforms	Essential
Excellent administration skills	Essential
Excellent computer skills including website and database management – proficiency in Wordpress Content Management System an advantage	Essential
Ability to manage a workload within tight deadlines	Essential
Knowledge of Adobe Creative Suite (Adobe Acrobat, Illustrator, InDesign)	Desirable
Ability to work with a wide range of stakeholders including schools, community groups, local authorities and other agencies.	Essential
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 license	Essential