

**ROLE: Communications Officer – Environmental Education Unit. An Taisce**

**LOCATION:** Home-worked initially with phased return to 5a Swifts Alley, Francis Street, Dublin 8

**CLOSING DATE:** 17th December 2021 @ 5pm

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

**APPLY:** Please complete the application form and submit to [cbaxter@eeu.antaisce.org](mailto:cbaxter@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 at 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 and the GLOBE science education programme.

The EEU is recruiting for a Communications Officer to work on specific environmental programmes and projects. 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 existing communications personnel and programme teams and report to senior management.

The post will be 32.75 hours (nett) 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 apply.

### **TASKS AND RESPONSIBILITIES**

- Lead the communications work package of a European wide project with a focus on schools engaging with open-schooling and inquiry based learning. Promote involvement and communicate and disseminate the project's objectives, methodology and results;
- Stakeholder engagement and communications;
- Manage programme specific communications including; website content management, e-zine production and circulation, social media platforms, media releases
- Provide opportunities and create avenues to ensure strong project identity and consistency; highlight results and achievements, raise awareness, attract participants, engage key stakeholders and reach a large audience.
- Organise project launches and photo-calls as required
- Administer an online application process and platform
- 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
<b>Qualifications and Attainments</b>	
Third Level Qualification in communications/marketing/ environmental studies/science/education/journalism	Essential
<b>Experience</b>	
A minimum of two years' experience in a field relating to communications/ environmental education/ science/ education or sustainable development	Essential
<b>Knowledge, Skills &amp; Aptitudes</b>	
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
<b>Disposition</b>	
Be a self-starter	Essential
Be dependable and flexible	Essential
Be committed to working as part of a	Essential

team	
Tact and diplomacy	Essential
Access to own transport with a clean driving license	Essential