



ROLE:	JUNIOR COMMUNICATIONS OFFICER
PROGRAMME;	GREEN-SCHOOLS & GREEN-SCHOOLS TRAVEL
SALARY:	€30,000 - €33,500 PER ANNUM (depending on experience)
LENGTH OF CONTRACT:	Full time for a period of 12 months 3 month probationary period.
LOCATION:	Dublin Region (part based in Swifts Alley, D8)
APPLY TO:	kmulvey@eeu.antaisce.org

Closing date for receipt of applications is 4pm on 26th September 2022

PURPOSE:

The EEU of An Taisce is the national operator of a number of highly successful environmental education and management programmes such as Green-Schools, Blue Flag, National Spring Clean, Clean Coasts and Green Home. Green-Schools is Ireland's most successful environmental education programme, operating in 93% of Irish schools. The Green-Schools programme is based on ten different themes and works with a variety of partners, funders and sponsors to deliver a variety of behaviour change interventions.

An Taisce is now recruiting **1 Full Time Green-Schools Junior Communications Officer** to be located in the Dublin Region. The post will be full-time at 32.75 hours per week but a degree of flexibility of working hours around evenings and weekends will be expected.

Key Responsibilities:

- Communications system administration including but not limited to: Mailchimp, Media HQ, Submit.com, Sharepoint, Wordpress CMS
- Some graphic design knowledge an advantage
- Assist Senior Communications Officer as required
- Develop, write and edit marketing and communications materials, including press releases, blog posts and social media content
- Schedule and promote communications through appropriate social channels
- Track analytics and create reports detailing successes and failures of communications campaigns
- Ensure that all communications and materials align with brand standards
- Maintain digital media archives including photos and videos

- Work with communications team members to conceptualize and implement communications strategies and campaigns
- Undertake any other such relevant duties as may from time to time arise and are considered appropriate
- Assist with developing and promoting competitions to schools and online and in-person event management for various EEU programmes as needed throughout the year.

PERSON SPECIFICATION

Attributes	Attributes
Qualifications and Attainments	
3rd Level Qualification in Communications/PR/Journalism	Essential
Experience	
A minimum of two years' experience in communications roles.	Desirable
Knowledge, Skills & Aptitudes	
Knowledge of the Irish education system	Desirable
Knowledge of environment, climate and sustainability.	Essential
Excellent communications and interpersonal skills	Essential
Excellent media skills	Essential
Excellent computer skills (database management, website skills)	Essential
Ability to manage a workload within tight deadlines	Essential
Ability to work with a wide range of stakeholders including schools, local authorities and other agencies.	Essential
Disposition	
Be a self-starter	Essential
Be dependable and flexible	Essential
Be prepared to travel as part of your work	Essential
Be committed to working as part of a team	Essential
Be able to work on your own in your home environment	Essential
Tact and Diplomacy	Essential

Please return the application form and any attachments by 4pm on **September 26th** to **hr@eeu.antaisce.org**