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| ROLE: | Communications Coordinator |
| SALARY: | €37,000 - €39,000 PER ANNUM |
| LENGTH OF CONTRACT: | Full time for an initial period of 12 months (with extension subject to funding) |
| LOCATION: | Hybrid |
| APPLY TO: | kmulvey@eeu.antaisce.org |

Closing date for receipt of applications is 5pm on 19th February 2024

About An Taisce

Our Vision

An Ireland where our environment, natural and built, is actively prioritised and a lasting legacy of sustainability and resilience is ensured.

Our Mission

To maximise appreciation of the interdependence of all elements of the biosphere together with a greater awareness of the damaging impacts of human activity on fragile ecosystems and the built environment.

To educate and advocate on behalf of present and future generations on the important choices we must make in search of a more environmentally sustainable future.

We will adopt a robust, integrated approach that defends the importance of species diversity and living within planetary boundaries.

Values

The values underpinning An Taisce's work include acting with integrity, relying on the best available science, promoting inclusion and community participation at all levels and displaying leadership and courage in pursuing its vision and mission.

About the Role

An Taisce has a wide remit and various teams implementing education programmes and advocacy related work. The Communications Coordinator will be responsible for the over-arching outputs and aligning messaging throughout the organisation.

The successful candidate will conceptualise, plan and implement An Taisce's internal and external communications. You will liaise with programme and advocacy teams on communications output. You will produce high-quality content that engages the public and decision makers and builds brand recognition. Your main duties will also include developing informative and engaging content, press releases, articles, and media opportunities to share our organisation's over-arching messaging, aims and achievements.

For all tasks outlined the Communications Coordinator would work with existing communications staff on developing consistencies in approach and manage aspects that lie outside of the larger teams.

Key Responsibilities:

General Duties

- Manage the day-to-day internal and external communications and outreach activities of An Taisce.
- Maintain strong brand awareness for An Taisce, including impactful and fit-for-purpose publications, web site, social media and press releases.
- Develop and co-ordinate a media and public affairs communication strategy to promote all areas of An Taisce's work.
- Monitor current affairs developments, nationally and internationally, across a wide range of media and within the Oireachtas
- Act in accordance with the objectives and ethos of An Taisce

Public Relations

- Prepare press statements and articles on environmental issues for internal and external communications
- Ensure that An Taisce communication outputs are inclusive, of a high standard, respond to the needs of our target audiences, and are delivered within agreed budget and timelines
- Maintain and develop relationships with key media outlets and journalists
- Build on existing, and develop new relationships with key decision makers, member organisations and others
- Promote events and campaigns

Social Media and Website

- Responsible for management of visual content for digital and print channels, including: shooting and editing video, photography and graphics as needed
- Manage An Taisce's social media presence across all key platforms
- Track performance across social media channels and develop strategies for growth
- Maintain and update the An Taisce website

Publications and events

- Manage the publication and promotion of An Taisce materials, including design and printing
- Work with team members to coordinate and organise events, including webinars, press conferences, briefings and demonstrations where appropriate.
- Travel throughout the country and internationally may be required from time to time.

Experience and Knowledge

- Five years' experience in a communications, media, marketing or journalist role



An Taisce

The National Trust for Ireland

- Experience of developing and implementing media, advocacy, or marketing campaigns
- Proven experience of effectively dealing with the media and/or the public
- Understanding and passion for environmental issues and education
- Awareness of the environment in which non-governmental organisations operate.

Skills and Special Aptitudes

- Excellent written and verbal communication and presentation skills
- Attention to detail and strong organisational skills
- Ability to work calmly under pressure, both independently and within a small dynamic team
- Excellent interpersonal and networking skills
- Ability to manage a complex workload and work to tight deadlines
- Standard office ICT skills, including social media.
- Graphics creation, video shooting and editing, photography and web design would be desirable but not essential.

Please send a cover letter outlining your interest in this role, relevant experience and a CV by

5pm 19th February 2024 to kmulvey@eeu.antaisce.org