



**Irish Cycling
Campaign**



An Taisce
The National Trust for Ireland

ROLE:	Membership Development Officer, Irish Cycling Campaign
SALARY:	€35,000 - €40,000 per annum (over 4 to 5 days, negotiable)
LENGTH OF CONTRACT:	One-year fixed term with possibility of extension, subject to funding
BENEFITS:	Flexible working hours, pension contribution, training opportunities, 21 days annual leave (for 5 days/week role), and Company Shut down between Christmas and the New Year
LOCATION:	Remote (within the Republic of Ireland) and/or Dublin 2 – occasional travel may also be required.
APPLY TO:	careers@antaisce.org

Closing date for receipt of applications is 23:59 on Friday 21 August 2026.
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Background & Context:

Irish Cycling Campaign (<https://www.irishcyclingcampaign.ie/>) and An Taisce (<https://www.antaisce.org/>) are independent charities that work closely together. Both organisations are members of the Irish Environmental Network and the Environmental Pillar. An Taisce and Irish Cycling Campaign have a formal strategic partnership in place which enables them to collaborate effectively and make a significant impact on Irish transport policy and practice. The existing position of Irish Cycling Campaign's National Cycling Coordinator, in place since 2013, sits within An Taisce's Advocacy Team.

Irish Cycling Campaign's mission is to celebrate, advocate for, encourage and enable everyday cycling as a means of travel and as a way to secure many health, societal, economic and environmental gains, as well as an enjoyable activity in its own right. We have made considerable headway in recent years and are now at a crucial juncture in our organisation's development. We are excited to be in a position to take on a second staff member who will work closely with the National Cycling Coordinator.

Purpose:

To contribute to developing a cycling culture in Ireland by significantly growing membership of, and levels of volunteering within, the Irish Cycling Campaign (ICC), and facilitating excellent internal communication between members.

The successful candidate will work closely with the Irish Cycling Campaign's Executive Committee, Membership and Volunteering Action Group, Tools and Technology Action Group, Local Groups, Thematic Groups; and An Taisce's Advocacy Team.

Key Responsibilities:

The Membership Development Officer will be expected to:

- Plan and roll out initiatives for recruiting new Irish Cycling Campaign members to increase income and mandate
- Seek ways to ensure membership retention
- Undertake day-to-day administration of the membership database on CiviCRM (<https://civicrm.org/>)
- Answer queries made by members or potential members in person, over the phone, by email, in Slack and on social media
- Facilitate the processes by which members become active volunteers within a domain that best suits their skills and interests
- Coordinate effective two-way communication between Irish Cycling Campaign's active members, including the Executive Committee, Action Groups, Thematic Groups and Local Groups (and those wishing to set up new Thematic Groups and Local Groups)
- Coordinate the administration around ICC Local Groups' participation in national events (for example, the annual running of Biodiversity Week and Bike Week events).
- Keep accurate records, including those relating to insurance cover for member events and lobbying undertaken by members
- Perform other duties commensurate with the post, as directed by the National Cycling Coordinator

PERSON SPECIFICATION

Attributes	
Experience	
Exceptional organisational and administration skills	Essential
High quality standards of writing	Essential
High quality standards of spoken communication	Essential
Attention to detail	Essential
Information and communications technology skills [particularly in regard to the systematic use of shared file storage systems and internal messaging systems while working with a distributed network of volunteers]	Essential

Experience of membership development	Desirable
Experience of volunteer development	Desirable
Social media savvy with an ability to use a range of digital tools	Essential
Ability to manage a workload within tight deadlines	Essential
Disposition	
A pleasant attitude and an ability to get on with many different types of people in different environments	Essential
Good diplomacy skills and tactful	Essential
Be a self starter	Essential
Be dependable and flexible	Essential
Be committed to working as part of a wider team which includes many volunteers	Essential
Committed to the missions of both Irish Cycling Campaign and An Taisce	Essential
An understanding of the multiple benefits of cycling	Desirable

TO APPLY:

To apply for the above position, please send your own thoughtfully composed letter of interest, together with an up-to-date version of your Curriculum Vitae (CV) to careers@antaisce.org (and please write “Membership Development Officer, Irish Cycling Campaign role” in the email subject line).

We also ask that you provide the names and contact details of two referees, while noting that we do not propose to contact referees until the point of final selection.

Please note: while the dates will be confirmed closer to the time, we are working on the basis of **running in-person interviews for the short-listed candidates for this post on Tuesday 15 September 2026 in Dublin.**