



ROLE:	Communications & Public Engagement Officer
PROGRAMME;	Think Before you Flush Campaign
SALARY:	€30,000 - €35,000 PER ANNUM
LENGTH OF CONTRACT:	Full time for a period of 12 months 3 month probationary period.
LOCATION:	Home Based – Greater Dublin Region/East Coast
APPLY TO:	smccoy@eeu.antaisce.org

Closing date for receipt of applications is 12noon on 11th September 2023

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.

An Taisce is now recruiting **1 Communications & Public Engagement Officer** to be located in the Greater 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. The role will be mainly home based with a requirement to attend in person meetings as required in Dublin office.

Key Responsibilities:

- Conceptualise, plan and implement communications for the community based Campaign Think Before you Flush
- Maintain a strong presence for the programmes, including impactful and fit-for-purpose website, social media and newsletter content ensuring the programme's communication outputs are of a high standard and respond to the needs of our target audiences
- Coordinate with Think Before you Flush with Clean Coasts and An Taisce EEU communications staff on campaigns, launches and opportunities.
- Manage website design, website content and website maintenance and assist with transitions to new software when applicable
- Coordinate and plan media engagement including pitching ideas; creating content and developing relationships
- Compile performance reports for external stakeholders and internal review
- Develop campaigns, competitions, and initiatives to increase reach of partnerships and meet programme KPIs
- Support with aspects of event management (online and in-person)

- Develop escalation protocols for managing communication crises, should they arise
- Assist in responses to queries from the media or schools and act, when required, as a spokesperson.
- Support the development of the wider EEU Communications team, internal communications and the Digital Strategic Report Implementation Team.

PERSON SPECIFICATION

Attributes	Attributes
Qualifications and Attainments	
3rd Level Qualification in Communications/Public Relations/Journalism	Essential
Experience	
A minimum of 2 years in communications roles.	Desirable
Knowledge, Skills & Aptitudes	
Knowledge of the Irish education system	Essential
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 **11st September 2023** to smccoy@eeu.antaisce.org