

**An Taisce The National Trust for Ireland**

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<b>ROLE:</b>	<b>Clean Coasts Engagement &amp; Impact Officer</b>
<b>PROGRAMME:</b>	<b>Clean Coasts</b>
<b>SALARY:</b>	<b>€34-38k pr</b>
<b>LENGTH OF CONTRACT:</b>	<b>6months FTC</b>
<b>LOCATION:</b>	<b>Hybrid – Office is Dublin Based</b>
<b>REPORTING TO:</b>	<b>Bronagh Moore – Clean Coasts Programme Manager</b>
<b>APPLY TO:</b>	<a href="mailto:careers@antaisce.org"><u>careers@antaisce.org</u></a>
<b>APPLICATION DEADLINE:</b>	<b>26<sup>th</sup> September 2025 @ 5pm</b>

**THE ORGANISATION:**

Founded in 1948, An Taisce is one of Ireland's oldest and largest environmental organisations. We are a charity that works to protect and celebrate Ireland's natural and built environment for present and future generations. Our mission is to ensure Ireland leads the way in defending a truly liveable planet.

**PURPOSE :****Make a Difference for Our Ocean and the Communities Who Protect It**

Are you someone with strong digital skills, a sharp eye for systems, and a passion for protecting the environment? Do you want to use your experience to support community-led change?

We're looking for a motivated and purposeful **Clean Coasts Engagement & Impact Officer** to help us scale up our support for grassroots marine groups across Ireland. You'll work behind the scenes — helping our team to engage more effectively, track our impact, and increase visibility for the incredible work being done to protect the ocean.

You'll act as a central support: streamlining processes with Office 365, analysing data to inform our outreach, and helping develop practical resources. You'll also review and refine how we promote campaigns and events to ensure maximum exposure, engagement, and attendance — helping us reach more people whilst creating even more opportunities to protect our coastline, waterways, marine life and ocean.

This role is ideal for someone looking for meaningful, impact-driven work within the environmental charity sector.

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### **THE ROLE:**

- **Support engagement teams:** Work with our Clean Coasts Team to understand how we support our community groups and help create the tools, templates and systems to support them.
- **Build better processes:** Use Office 365 as well as other applications to streamline how we work and engage with our volunteers and partners
- **Strengthen campaigns & events:** Review current events and outreach activities to help increase public engagement, visibility, attendance and impact
- **Track and share impact:** Develop user-friendly ways to collect and analyse engagement data — turning it into insights, reports and stories that inform strategy and inspire funders.
- **CRM Support** – advise and support on best ways to set up and use MS Dynamics 365. Be the central point for updating and maintaining information on the system.
- **Improve messaging:** Help ensure our communications reflect the great work that our community groups are doing, the positive impact they are having and use it to inspire others to get involved.
- **Administrative Support** – support upcoming events and activities (procurement, logistics, event management etc)
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### **What You'll Bring**

- Strong digital and organisational skills, especially within Microsoft Office 365.
- Strong administrative skills.
- Strong communication skills
- Strong data analysis skills
- Experience improving systems, processes, and campaigns.
- An interest in community empowerment, environmental justice or nonprofit work.
- The ability to “join the dots” — seeing where change or improvement is possible.
- A collaborative, supportive working style — you’ll be working with a great team where teamwork is the way things get done
- Create or adapt toolkits, templates, and resources to help community groups build confidence and capacity.
- Experience in running events and group activities

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### **Bonus (but not essential) if you have:**

- Previous marketing or project management experience.
- Experience in the charity or public sector.
- Knowledge of community governance and fundraising
- Familiarity with grant writing or impact reporting.

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- A connection to marine conservation, climate action, or sustainability.
- Experience volunteering with community groups

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#### **What We Offer**

- A chance to be part of a fun, knowledgeable, passionate team dedicated to making a real difference.
- Opportunities for learning and growth within the environmental sector.
- A role where your skills will directly support people protecting our ocean.
- Enhanced Leave – Including personal day and company shut down days
- CPD
- EAP
- Pension

<b>ROLE SPECIFIC &amp; PERSON SPECIFIC REQUIREMENTS</b>	
<b>QUALIFICATION AND EXPERIENCE</b>	
<b>A 3<sup>rd</sup> level qualification in relevant area.</b>	Desirable
<b>HARD SKILLS</b>	
Excellent administrative and analytical skills	Essential
Ability to manage a workload within tight deadlines	Essential
Ability to work with a wide range of stakeholders	Essential
<b>SOFT SKILLS</b>	
Excellent communications and interpersonal skills	Essential
Be a self-starter	Essential
Be committed to working as part of a team	Essential
Be flexible and dependable	Essential
Be able to work remotely	Essential