



The Irish Wildlife Trust is hiring a Communications Officer

Job Title: Communications Officer
Organisation: The Irish Wildlife Trust
Location: 8 Cabra Road, Dublin 7, Ireland
Hours: This is a full time post 5 days per week
Salary Rate: €32,000 per year
Start date: As soon as possible

Closing date for applications: Friday 1st September 2023

About the Irish Wildlife Trust

The Irish Wildlife Trust is a non-governmental organisation and charity founded in 1979. The IWT works to create a better future for Ireland's biodiversity by motivating and supporting people to take action to protect biodiversity. We achieve this through wildlife events, citizen science projects, community education, practical conservation activities, and nature campaigning. We have a small motivated staff team and a network of local branches and volunteers who together deliver our work programme.

Key Responsibilities of the Post

The Irish Wildlife Trust has a wide range of impactful communications platforms including website, email newsletter, webinars, social media and an award winning magazine. The Communications Officer will be a key member of the IWT team helping us communicate our work to a large audience.

The Communications Officer will report to the IWT General Manager.

Analytics

- Conducting analysis of IWT digital engagement on our website, newsletter and social media.
- Preparing data and reports on performance of digital communication across our platforms.

Website

- Responsible for the maintenance and upkeep of the IWT website.
- Responsible for IWT website content editing and updating.

Branding & Digital Marketing

- Digital marketing of IWT membership packages, fundraising, and events through email campaigns, press releases and social media.
- Responsible for coordination of the IWT visual branding across our platforms.

Content

- Creation, posting and promotion of original content on our website & social media (graphics, video & audio content).
- Support the production of the IWT quarterly magazine “Irish Wildlife” and IWT ezine.
- Monitoring social media content engagement on IWT platforms.
- Carrying out graphic design tasks to support the work of the IWT such as creation of promotional and informative graphics for website and social media.

IWT Events & Network

- Provide basic communications training and support to our growing network of IWT branches.
- Support the organisation and promotion of events such as IWT public nature events and the IWT Heritage Week and Biodiversity Week schedule.

Public Relations

- Maintain and develop relationships with key media outlets and journalists.
- Support IWT staff digital communication of our advocacy campaigns and projects.

Skills, Experience & Attributes

Essential:

- A passion for wildlife conservation and nature advocacy
- Qualification in digital communications or other relevant qualification
- Demonstrable experience using a website management platform
- Demonstrable experience using email marketing and social media platforms
- An ability to communicate effectively, both written and verbally
- Organisational and time management skills and the ability to manage and prioritise workloads and deadlines
- Proficiency working across software platforms: video meetings, spreadsheets, social media
- Enjoy working as part of a small dedicated team

Desirable:

- Demonstrable experience using WordPress
- Demonstrable experience in use of google analytics
- Graphic design experience
- Audio recording and editing experience
- Video filming and editing experience

Conditions of Employment & Remote Working

The successful candidate is required to be resident in Ireland and eligible to work in Ireland.

This role allows for remote working in so far as is practicable, however the post-holder will be expected to attend in-person meetings and workshops at our Dublin office as required.

Desk space will be provided to the post-holder in our office. The IWT office is located in the bustling neighbourhood of Phibsborough in Dublin City. It is one minute from the LUAS Green line and close to Dublin City Centre.

The role requires occasional travel within Ireland and occasional weekend or evening work.

The IWT is an equal opportunities employer. We celebrate diversity and are committed to building an inclusive and supportive environment for all employees.

A complete list of all terms and conditions and IWT internal policies will be made available to all staff members.

How to apply

To apply for this position please email your **CV** and a **cover letter** to jobs@iwt.ie

Your cover letter should be in pdf format and a **maximum of two pages in length**. In your letter please outline your motivation for this position and why you feel you have the skills and experience to succeed in the role. Please put “Communications Officer” in the email subject line.

For queries about this position or terms of employment email jobs@iwt.ie

Applications for this position must be received by **18:00 on Friday 1st September**. Late submissions will not be considered.

This position is part funded by the Heritage Council

