



We're hiring a Communications & Network Officer

Job Title: Communications & Network Officer
Organisation: The Irish Wildlife Trust
Location: Coleraine House, Coleraine Street, Dublin 7, Ireland (hybrid working supported)
Hours: This is a full time 5 day week post
Salary Rate: €30-35,000 per year (rate determined by level of experience)
Start date: As soon as possible
Closing date for application: 18:00 on 01st May 2025

About the Irish Wildlife Trust

The Irish Wildlife Trust (IWT) is a non-governmental organisation and charity founded in 1979. Our vision is an Ireland where wild nature thrives, and society enjoys the benefits of coexisting with diverse, functioning ecosystems. Our mission is to protect and restore biodiversity in Ireland by motivating and supporting people to take action for nature. We aim to achieve this through assertive advocacy, inspirational rewilding, and building empowered communities for nature. We have a small dedicated staff team and a network of volunteer run branches who engage IWT members at a county level.

<https://iwt.ie/about-us/>

Communications & Network Officer Role

The Communications & Network Officer will report directly to the IWT General Manager. They will be a key member of the team helping us communicate our work to a large audience both within and outside of our membership. The key responsibilities of the role will be:

- Lead on IWT external and internal communications.
- Lead on the use of our digital communication channels for marketing and campaign messaging.
- Lead on the growth of our IWT membership base.
- Support the General Manager in the development of the IWT branch & volunteer network.

Duties

- Digital **marketing** of IWT membership packages, fundraising campaigns, and events.
- Management of the IWT **visual branding** across all our platforms.
- Coordination of our email **newsletter** including content collation and creation.
- Maintenance and upkeep of the IWT **website** including content collation / creation and updating.
- Support the production of the IWT quarterly **magazines** "Irish Wildlife" and "The Badger Club".

- Provide communications **training and support** to our network of IWT branches and volunteers.
- Support the organisation and promotion of the IWT **public engagement events schedule**.
- Support IWT advocacy staff with the communication of our **advocacy campaigns and asks**.
- Carrying out in-house **graphic design** tasks to support the work of the IWT.
- Managing and maintaining IWT **social media** accounts.
- Conducting **analysis** of IWT digital engagement on our website, newsletter and social media.

Skills, Experience & Attributes

Essential:

- A passion for wildlife conservation and nature advocacy.
- Demonstrable experience of using a website management platform (e.g. WordPress).
- Demonstrable experience of using email marketing and social media platforms.
- Demonstrable ability to communicate effectively, both written and verbally.
- Interpersonal skills (phone calls and meetings with IWT Network members is part of this role).
- Demonstrable organisational and time management and workload prioritisation skills.
- Enjoy working as part of a small dedicated team.
- Relevant qualification e.g. communications or nature conservation.

Desirable:

- Graphic design.
- Audio and video recording and editing.
- Event organisation.
- Media outlet and journalist engagement.
- Training delivery.
- Experience in use of google analytics.

Conditions of Employment & Hybrid Working

- The successful candidate is required to be resident in Ireland and eligible to work in Ireland.
- This role allows for hybrid working in so far as is practicable. The post-holder will be expected to attend in-person meetings / workshops at our Dublin office on a minimum of two days a month. If desired, desk space will be provided to the post-holder in our Dublin office. The office is located in the bustling neighbourhood of Smithfield in Dublin City. It is five minutes walk from the LUAS Green and Red line and close to Heuston train station.
- The role requires occasional travel within Ireland and occasional weekend or evening work.
- IWT offers employee supports such as paid training opportunities and the bike to work scheme.
- 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

1. Please email your **CV** and a **cover letter** in pdf format to jobs@iwt.ie
2. Please put “**Communications Officer**” in the email subject line.
3. Your cover letter should be 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 deliver on the responsibilities and duties of this role.
4. For queries about this position or terms of employment email jobs@iwt.ie
5. Applications for this position must be received by **18:00 Irish time on 01st May 2025**.
6. Late submissions will not be considered.