

Job Description

Job Title **Programmes Officer**

Overall Purpose of the Job: To work with the Burrenbeo Trust team towards achieving the Trust's aim to connect people with their places and their role in caring for their places.

Key Areas of Work

Áitbheo Place-Based Learning in the Community

Managing the Áitbheo Community Project in Co. Clare. This includes:

- Planning the roll-out of the Áitbheo Community Project in Co. Clare
- Organising introductory meetings with community groups
- Facilitating Heritage and Biodiversity training to community groups in Co. Clare using the Áitbheo place-based learning programme
- Supporting community groups to develop community stewardship plans

Communications

Managing communications, public relations and the social media presence of the Burrenbeo Trust. This includes:

- Preparing a monthly e-newsletter for subscribers with information provided by Burrenbeo Trust team members and business members.
- Engaging with the media (press, radio, TV) to maintain the profile of the Burrenbeo Trust.
- Preparing and uploading content for the Burrenbeo Trust website and for the Burrenbeo Trust community festival websites, Burren in Bloom and Burren Winterage Festival
- Preparing and uploading content for Burrenbeo Trust social media platforms.

Event Organisation

As part of the Burrenbeo Trust team, working collaboratively on the organisation of our programme of community events (e.g. Members' Walks, Winter Tea Talks), community-run festivals (Burren in Bloom, Burren Winterage Weekend), Learning Landscape Symposium and other stand-alone events.

Other

- Depending on the skill-set of the person appointed, engaging in any other tasks that may be assigned by the Trust Co-ordinator
- Participating in relevant training.

Other Information

Location

The position is based at the Burrenbeo Trust office in Kinvara, Co. Galway, with travel in counties Clare and Galway.

Nature and Duration of Contract

The position is offered on a temporary, part-time contract for one year. There may be scope to renew the contract after the first year, depending on the availability of funds.

Hours of Work

- The hours of work will be between 16 hours (2 days) and 32 hours (4 days), depending on skills and experience.
- The timing of work hours will be agreed with the Trust Co-ordinator. The Programmes Officer will be expected to be flexible about evening work, for which overtime will not be paid but time off in lieu will be granted.

Accountability

The Programmes Officer will be accountable to the Trust Co-ordinator as his/her line manager.

Confidentiality

The Programmes Officer will observe confidentiality in relation to the work of the Burrenbeo Trust.

Salary

The salary will be between €12.50 and €15 per hour, depending on skills and experience.

Holidays

The Programmes Officer is entitled to the equivalent of 20 days annual leave pro-rata in accordance with part-time hours.

Garda Vetting

The position is subject to a Garda Vetting process.

Person Specification

Description of the skills, knowledge and experience required for the position

Job Title: Programmes Officer

Essential

- A proven interest and/or qualification in Community Development, Ecology, Heritage or related areas
- A team player and a self-starter
- Experience organising community events
- Experience delivering education and/or community development programmes
- Experience of managing public relations and providing information
- Experience working with volunteers
- Excellent group facilitation skills
- Excellent communication and presentation skills
- Excellent IT and social media skills
- Liaising/networking skills and ability to work with a range of community, voluntary and statutory organisations
- Excellent report writing skills
- Access to own vehicle for work.

Desirable

- Experience delivering biodiversity training
- Experience planning, developing and delivering programmes, activities and/or services to groups
- Experience managing programmes in a membership organisation or non-governmental organisation, working in a community-based setting
- Experience of working with a voluntary board of directors
- Experience working in a membership organisation
- Ability to compile funding applications and source funding opportunities
- Familiarity with health and safety requirements for a community-based organisation