**Job Description**

**Job Title** **Hare’s Corner Officer**

**Overall Purpose** To work with the Burrenbeo Trust team towards achieving the Trust’s

**of the Job:** aim to connect people with their places and their role in caring for their places. Administer the Hare’s Corner project.

**Key Areas of Work**

As part of the Burrenbeo Trust team, working collaboratively on the organisation and administration of the Hare’s Corner project.

**Project Management**

* Coordination of applications, shortlisting and site visits
* Liaising with contractors and suppliers
* Reporting for various stakeholders
* Providing content for communications

**Database Management**

* Management of applications
* Maintenance of records

**Landowner engagement**

* Communication regarding project
* Site visits for ecological assessments and audits as and when necessary

**Other**

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

**Other Information**

**Location**

The position is based at the Burrenbeo Trust office in Kinvara, Co. Galway and will also include intermittent outdoor work. Working from home arrangements can be discussed.

**Nature and Duration of Contract**

The position is offered on a part-time 1 year contract, subject to a 6-month probationary period.

**Hours of Work**

* The hours of work will be between 24 – 32 hours per week, depending on skills, experience and availability.
* The timing of work hours will be agreed with the Trust coordinator. Occasionally additional hours may be necessary for which overtime will not be paid but time off in lieu will be granted.
* Flexibility to work outside normal office hours from time to time would be useful.

**Accountability**

The Hare’s Corner Officer will be accountable to the Trust Co-ordinator as his/her line manager.

**Confidentiality**

The Hare’s Corner Officer will observe confidentiality in relation to the work of the Burrenbeo Trust.

**Salary**

The salary will be between €12.50 and €14 per hour, depending on skills and experience.

**Holidays**

The Hare’s Corner 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:** | **Hare’s Corner** **Officer** |
| **Essential** |  | **Desirable** |
| * Experience in a project management role
* Basic ecological knowledge
* Good interpersonal skills
* Excellent organisational skills
* Excellent time management skills with the ability to prioritise, plan and organise day to day activities ensuring that deadlines and objectives are achieved
* Ability to multi task within a demanding office environment
* High standards of accuracy and attention to detail
* A team player with a positive outlook and strong work ethic
* Excellent IT skills - Competent in Microsoft Office
* The ability to communicate well, both verbally and in writing
 |  | * Interest in the organisation’s mission
* Ambition and drive to help the organisation develop
* Experience working with databases
* Experience in environmental fieldwork/ ecological mapping/conservation work or similar
 |