**Communications Officer & Editor of Green News**

**Location:** The Macro Building, 1 Green St, Dublin 7  
**Organisation:** Irish Environmental Network (IEN) and Environmental Pillar  
**Contract:** Full-time 1-year renewable contract (37.5 hours per week)  
**Salary:** Reflective of the level of experience

**About the IEN**

The IEN is a network of more than 30 national environmental non-governmental organisations (eNGOs) that work to protect and enhance the environment and to place environmental issues centre stage in Ireland and internationally. The secretariat works to support members and our advocacy coalition - the Environmental Pillar. You will work in a small, energetic team to shape policy and advance sustainable development principles.

**Overview of the role**

The purpose of this role is to support the objectives of the Irish Environmental Network (IEN) through the management and implementation of the communications strategy. The role also includes responsibility as the Editor of The Green News, a digital news-site dedicated to reporting on environmental issues, putting out news stories on a daily basis, while also looking in-depth at environmental issues across the country.

You should have a strong background in media and communications with demonstrated experience in relationship-building with internal and external stakeholders.

**Key Responsibilities**

**Communications**

- **PR:** Media relations, write press releases, promote events and campaigns
- **Green News:** Source stories, write and edit articles for the GreenNews.ie; manage volunteer writers, interns and journalism students
- **Social Media:** Manage and grow our social media presence across all channels; monitor new developments and innovations in social media space to enhance our profile and raise awareness
- **Web:** Administer websites
- **Newsletters:** Create content for newsletters and managing regular dissemination to subscribers; develop strategies to increase subscriber base
- **Events:** Coordinate and organise events, including National Biodiversity Week, press conferences and briefings where appropriate
- **Content:** Create visual content for digital and print channels, including: shooting and editing video, photography and graphics
- **Design:** Design materials for print and digital, including leaflets, flyers, posters, etc.
- **Advocacy:** Support members in their advocacy work in national, EU and international fora
- **Training:** Provide communications and media training to member organisations
- **Partnerships:** Build partnerships with internal and external stakeholders
Essential Criteria

- Qualification in Communications/Journalism and/or equivalent experience
- Experience in a Communications or journalism/media role
- Demonstrated excellent written and oral communication skills
- Proven experience of effectively dealing with the media
- Proven ability to manage several projects concurrently; excellent time management & organisational skills
- Strong team player and lateral thinker, comfortable working collaboratively and independently
- Experience in a website CMS (e.g. WordPress)
- Experience in managing mass communications (e.g. Mailchimp, Constant Contact)

Desirable requirements

- A strong interest in the protection of the environment / climate
- Experience with campaigns
- Media experience (university, local, online and/or national media)
- Supervisory role
- Graphics creation, video shooting and editing, photography and web design

To apply:
Send cover letter (maximum length 2 pages), writing sample (maximum length 2 pages) and CV to: jobs@ien.ie

Deadline for applications:
Friday, 24 April 2020

The IEN is an equal opportunities employer.