



## **Development Officer (Part time) Job Opening with Community Wetlands Forum**

The Community Wetlands Forum (CWF) supports the protection, management and wise use of Ireland's wetlands for sustainable communities, by providing a network for community wetland groups to share knowledge, ideas, research and best practice. The Forum was established in September 2013 under the umbrella of Irish Rural Link. The CWF is now seeking a Part-time Development Officer to assist the organisation to grow membership, support and engage with current members, and to build public awareness of the group through communications and outreach activities. This is a new position and a key part of this role will be implementing the actions of the CWF [Strategic Plan](#) 2017-2020.

**Reporting to:** CEO, Irish Rural Link

**Location:** Moate, Co. Westmeath

**Hours of work:** 2.5 days per week

**Salary:** €17,500 plus travel allowance

**Annual Leave:** 11 days annual leave

**Duration of Job:** At least one year subject to annual review with 6 month probation period

### **Key Responsibilities**

- **Growing membership of the CWF** – Undertake activities to grow CWF member base and foster new relations with relevant stakeholders; raise awareness of supports offered by the CWF and also to work with current members to implement the actions of the Strategic Plan 2017-2020.
- **Supporting members** - Facilitate the sharing of knowledge, ideas and experience between members; organise regular CWF meetings; deal with member queries (e.g. funding applications support).
- **Developing partnerships** - Develop collaboration and knowledge exchange between community groups and other key stakeholders involved in managing and conserving wetlands in Ireland and maximise linkages with other relevant plans, programmes, and strategies.
- **Community engagement with wetlands** - Actively support communities who wish to become involved in the management and conservation of their local wetlands.
- **Communications and awareness-raising** – Develop a communications strategy to promote the CWF and to raise awareness of wetlands and their wise use both locally and nationally; attend relevant events and conferences; produce an e-newsletter for CWF members; development of CWF website and overall social media strategy.
- **Capacity building and funding** - Seek funding resources and other supports to implement actions and assist communities in conserving and managing their local wetland. Promote capacity building and development amongst the CWF members.
- **Conservation, education and biodiversity projects** - Identify conservation management measures which can be implemented by local communities and develop partnerships with agencies, ngo's and academia to deliver Citizen Science projects; support communities to

facilitate ecologically sensitive amenity and tourism use of wetlands, and develop and share knowledge and Best Practice Guidance with members.

- **Implementation, monitoring and tracking** - Ensure the actions outlined in the Strategic Plan are implemented and where joint actions are required coordinate implementation with other responsible partners, and report on progress to the CWF and partners.
- Undertake any duties of a similar nature as required by the CWF.

## Person Specification

### Essential Skills and Experience

- Very strong verbal and written communication skills
- Excellent working knowledge of all Microsoft Office Programmes (Word, Excel, PowerPoint, outlook) or similar
- Excellent planning, project management and organisational skills
- Excellent interpersonal and influencing skills
- Ability to work independently and on own initiative
- Good team working skills
- Experience of working with communities and local organisations
- Experience with traditional media and social media
- Some understanding/awareness of the natural environment
- Full driving licence with access to own vehicle
- Flexible approach to working schedule including some unsociable hours when required

### Desirable Skills and Experience

- Qualification in community development/rural development/environmental science or similar discipline to diploma or degree level
- Marketing and public relations experience
- Financial management, fundraising and grant writing experience
- Good understanding of natural environment and peatland policy in Ireland
- Experience working in the area of wetland and peatland conservation
- Experience of working with mapping tools/programs e.g ArcGIS or similar
- Experience of working with multiple stakeholders (e.g. volunteers and membership organisations)
- Awareness of health and safety, environmental and other relevant legislation

**To apply for this position, please submit a CV and covering letter demonstrating how your skills and experience match the requirements of the Job as outlined above. Candidates will be shortlisted for interview**

**Email:** [communitywetlandsforum@gmail.com](mailto:communitywetlandsforum@gmail.com)

**Closing date for applications: 5pm 27<sup>th</sup> April**



An Roinn  
Cultúir, Oidhreacht agus Gaeltachta  
Department of  
Culture, Heritage and the Gaeltacht