

## Job Description – Management Position

<b>Title:</b>	Development Officer
<b>Position:</b>	Full-time (39 hours per week). Initially, 12-month contract subject to 6-month probationary period. Flexible working hours.
<b>Location:</b>	Remote, with in-person attendance required at meetings and events across Ireland.
<b>Remuneration:</b>	€45,000 - €55,000 per annum depending on experience, plus a 5% pension contribution.
<b>Reporting to:</b>	Employer Liaison Officer

Community Wetlands Forum (CWF) was established to promote, develop, and support community-led wetland conservation for the public benefit; and to provide a representative platform for community-led wetland conservation groups. In pursuit of its mission, CWF seeks to:

- Promote Wetlands and Peatland areas as important places of biodiversity, sites for climate action and conservation, as well as community integration, well-being and ownership.
- Facilitate the sharing of organisational methods, knowledge, ideas, and best practice.
- Share the latest research, approaches in conservation best practises, and funding possibilities.

The Community Wetlands Forum (CWF) supports the protection, management and wise use of Irelands wetlands for sustainable communities.

This is a unique and exciting opportunity to shape and influence the Community Wetlands Forum and its work with the membership and stakeholders. The Development Officer will work with the Board of the CWF, to support and engage with current members, to assist the organisation to grow its membership, and to build public awareness of the CWF through communications and outreach activities. Identifying opportunities to grow the organisation including operating income is an important aspect of the role.

Operating under the guidance of the Board of Directors, the Development Officer will concentrate on designated areas of work aimed at implementing key objectives outlined in the Community Wetlands Forum CLG Strategic Plan. The Development Officer is responsible for staff and volunteer management, membership development and the delivery of activities and supports.

## **Duties and Responsibilities**

### **Membership Development**

- Cultivate and manage opportunities for collaboration across all sectors including political/statutory; commercial; educational/academic; and other non-governmental organisations.
- Manage the delivery of capacity building supports to the CWF membership.
- Facilitate structured opportunities for the sharing and transfer of knowledge, experience and ideas among CWF members.
- Review membership benefit packages and identify opportunities to grow the CWF membership base annually.

### **Grant Applications and Funding**

- Identify potential sources of income for CWF including statutory, philanthropic, corporate and earned income.
- Implement the CWF annual funding plan.
- Complete and submit grant applications to Government departments and funding agencies.
- Grow earned income arising from the delivery of membership development and capacity building supports.
- Work with potential corporate partners to fund aspects of the work of CWF.
- Cultivate positive working relationships with funders.
- Ensure funder reports are completed and submitted on a timely basis.

### **Project Management**

- Identify conservation management measures, which can be implemented by local communities.
- Develop partnerships with non-governmental organisations and academia to deliver Citizen Science projects.
- Support communities to facilitate ecologically sensitive amenity use of wetlands.

### **Communications Management**

- Manage implementation of the CWF communications strategy.
- Proactively and positively represent the CWF at events, seminars and conferences both regionally and nationally and when engaging with stakeholders.

- Assist in the making of targeted submissions on relevant public consultations focusing on the value of community stewardship of wetlands.
- Ensure that opportunities to promote and educate stakeholders and the wider public about the work of CWF both online and in traditional media are maximised.

### **Administration Management**

- Develop annual work plans for CWF in line with budgetary requirements.
- Implement sound financial and internal management practices in keeping with the organisation's policies and procedures.
- Oversee the use of robust and effective information systems in the organisation.
- Provide monthly progress reports to the Board of Director's.
- Respond in a timely manner to day-to-day correspondence.
- Maintain confidentiality in all matters related to the work of CWF.

### **Human Resources Management**

- Provide induction, support and supervision to staff members.
- Conduct performance appraisals with staff members.
- Foster a positive workplace culture that encourages teamwork and innovative thinking.
- Engage with and report to the Employer Liaison Officer in a timely and effective manner.
- Recruit, support and manage CWF volunteers.

**Undertake any duties of a similar nature as required by CWF.**

## Candidate Specifications

Headings	Essential	Desirable
<p><b>Skills and Abilities</b></p>	<ul style="list-style-type: none"> <li>• Experience of working with communities and local organisations</li> <li>• Very strong verbal and written communication skills</li> <li>• Excellent working knowledge of all Microsoft Office Programmes (Word, Excel, PowerPoint, outlook) or similar</li> <li>• Excellent planning, project management and organisational skills</li> <li>• Excellent interpersonal and influencing skills</li> <li>• Ability to work independently and on own initiative</li> <li>• Good team working skills</li> <li>• Ability to complete funding applications and write reports</li> <li>• Ability to motivate staff and volunteers</li> <li>• Flexible approach to working schedule including some unsociable hours when required</li> <li>• Financial Skills</li> <li>• Full clean driving licence with access to own vehicle</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitation Skills</li> <li>• Experience with traditional media and social media</li> <li>• Training skills</li> </ul>
<p><b>Experience and Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Understanding and knowledge of Community Development/Natural Heritage</li> <li>• Community and Voluntary Sector experience</li> <li>• At least 3+ years in a management role including responsibility for staff supervision and support</li> <li>• Experience in the development and compiling of funding applications</li> </ul>	<ul style="list-style-type: none"> <li>• Good understanding of Natural Heritage and policy alignment with key policy makers</li> <li>• Experience in volunteer management</li> <li>• Working with and reporting to a Voluntary Board of Directors</li> <li>• Technical skills: <ul style="list-style-type: none"> <li>- Peatlands Ecology</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>- Natura Designation</li> <li>- Peatlands Ecology and Restoration Experience</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Have a qualification (minimum NFQ Level 6) in business management, social enterprise, community development, natural heritage, environmental management, environmental sciences or a related field</li> </ul>	
<b>Personal Values</b>	<ul style="list-style-type: none"> <li>• Ability to maintain confidentiality</li> <li>• Honest and trustworthy</li> <li>• Respectful</li> </ul>	

## Application Process

Please email a CV and short cover letter to the Community Wetlands Forum CLG on [info@communitywetlandsforum.ie](mailto:info@communitywetlandsforum.ie). The deadline for applications is 17:00 (5 pm) on Sunday 18th May 2025.

*This role is funded thanks to the support of the National Parks & Wildlife Service.*



**NPWS**

An tSeirbhís Páircenna  
Náisiúnta agus Fiadhúlra  
National Parks and Wildlife  
Service



**Community Wetlands Forum CLG**  
**[www.communitywetlandsforum.ie](http://www.communitywetlandsforum.ie)**