



Job Description - Events Officer (part-time)

General Purpose: BirdWatch Ireland carries out a range of outreach work focused on birds, their habitats and wider biodiversity and is seeking a suitably experienced person to join its team in the area of development, education and specifically events. This position is part-time and to run until December 2015.

Reports to: Brian Caffrey, Policy, Comms & People Engagement Team

Line manages: Volunteers and contract staff

Team: Working with all staff, branches and volunteers for BirdWatch Ireland, and specifically as part of the Policy, Communications and People Engagement Division.

Main responsibilities will include:

1. Working with staff, branches, volunteers, members, partners and funders to deliver a programme of outreach activities and events that forward BirdWatch Ireland's objectives and contribute to the delivery of the Forward Strategy.
2. Communicating key elements of the work of BirdWatch Ireland through social media and media relations.
3. Growing our support base, increasing our membership and attracting donations through our presence at events.
4. Supporting staff in the Policy, Communications and People Engagement Division to develop a range of initiatives to increase unrestricted funding for the organization.
5. Working with a range of stakeholders to facilitate the delivery of conservation actions for bird conservation through partnerships.
6. Developing BirdWatch Ireland member and support base through events and strategic development work as required by the team.

Key tasks of the post include:

1. Delivering a series of events throughout the year.
2. Work with staff, branches, volunteers and partners to deliver a programme of outreach activities.
3. Advocating key messages for bird conservation and enthusing others about birds, biodiversity and our work.
4. Line management of volunteers or temporary staff as required for delivering the work programme.
5. Reporting on the success and future development of outreach activities and work with funding partners.
5. Any other activities as may be reasonably required within the remit of the operation of BirdWatch Ireland and agreed through line management for the duration of the position.

Person Specification

BirdWatch Ireland seeks a suitably experienced person who is highly motivated and has a range of skills and attributes to bring to BirdWatch Ireland and progress our work in the area outreach and development.

Essential criteria

1. **Capacity to organise all logistics for participation at public events around Ireland.**



2. **Ability to engage and garner support for bird conservation through a range of media** including writing, presentation, face-to-face, social media etc
3. **Knowledge of conservation issues in Ireland.** Applicants should have a detailed knowledge of wildlife conservation issues, showing specialist expertise in an Irish context.
4. **Knowledge of birds, their identification, behaviour and conservation.** Applicants should be competent to talk about, demonstrate and advise on bird related issues.
5. **Excellent communication skills and expertise in communicating complex concepts to a range of audiences.** Applicants should be able to demonstrate a range of communication tools and, and assess the success of these.
6. **Experience in developing project proposals and funding applications.** Applicants should be able to demonstrate a track record of successful funding bids, targeting the achievement of objectives.
7. **Good team working, working with colleagues, volunteers and stakeholders.** Applicants should be able to demonstrate ability to work within a team and identify specific results of having done so, in particular working with volunteers.

How to apply

Please complete the application form available on the BirdWatch Ireland website. **Please do not send CVs.** Applications should be sent to Michelle Kavanagh by email mkavanagh@birdwatchireland.ie (please put "Events Officer Application" in the subject box) or by post to BirdWatch Ireland, Unit 20 Block D, Bullford Business Campus, Kilcoole, Co Wicklow.

Closing date for applications: Thursday 10th March 2016

Interviews are likely to take place in during the week of 14rd March.

Any further queries regarding this post should be directed to Brian Caffrey, bcaffrey@birdwatchireland.ie
