**COMMUNICATIONS OFFICER**

**JOB DESCRIPTION**

**1. Introduction**

Wicklow Uplands Council works for the sustainable use and enjoyment of the local landscape in partnership with those who live work and recreate there. Approaches used by the Council include co-operation, consensus, partnership and the development of projects that bring value to the area.

Wicklow Uplands Council is seeking to engage a part-time (10 hours per week) Communications Officer for a 1 year contract at which time the position will be reviewed. The Communications Officer will be responsible for the overall promotion of Wicklow Uplands Council and communication on activities to members, stakeholders, funders and the general public. They will contribute to the development of the Council’s Communication Strategy and have responsibility for its implementation, with the overall aim of raising awareness of the organisation amongst stakeholders and the general public.

The Communications Officer will provide their own office facilities and equipment and be positioned remotely. The role will involve regular correspondence with the Wicklow Uplands Council Office which is based in Roundwood, Co. Wicklow. The role may involve some work and travel outside normal office hours.

Essentially, the Council is seeking an energetic person who can build the profile of the organisation, raise public awareness of our activities and expand our membership.

**2. Specific duties and responsibilities of the post include:**

* Promoting and communicating the work of Wicklow Uplands Council (WUC) to appropriate audiences
* Regular updating of WUC website pages – [www.wicklowuplands.ie](http://www.wicklowuplands.ie)
* Maintain and develop WUC and SUAS Project social media pages (Facebook, Twitter, Instagram): Develop engaging, creative and shareable content, increase the number of followers, respond to comments & messages etc.
* Development, production and distribution of the biannual ‘Wicklow Mountain Views’ newsletter in hardcopy and digital format. This will include own original content and sourced materials from members, funders and stakeholder organisations
* Reaching out to journalists, media channels and stakeholders for potential collaborative opportunities and seeking to develop a regular presence in local media.
* Identifying opportunities to disseminate the activities of WUC
* Ensuring all content is consistent with the WUC brand in terms of; style, tone and quality of content
* Measuring the impact of communications including website traffic
* Contribute to the development and implementation of WUC’s communications plan
* Having regular contact with the WUC office and attendance at certain events and meetings as requested.
* Other duties as specified and agreed

**3. Essential requirements:**

Candidates will have strong written and verbal communications skills with experience in:

* Public relations
* Issuing press releases
* Website management and maintenance
* Content editing across different social media platforms
* Communications and inter-personal skills
* IT proficiency
* Working independently and as part of a team
* Being highly organised, self-disciplined and detail orientated to meet deadlines

**4. Guidelines on desirable skills/knowledge:**

* Creating and editing video content for social media channels
* Familiar with/experience of the Wicklow Uplands
* Working with voluntary sector, community based organisations and statutory agencies
* Relevant third level qualification

Candidates must have full clean driving licence and suitable transport.

**5. Accountabilities:**

The Communications Officer reports to WUC Coordinator and Board of Directors. Line management provided by the Coordinator. The contractor will meet with coordinator on a regular basis in WUC’s office in Roundwood.

**6. Contract terms:**

Duration: One year, with a performance review at six months.

**7. Contract fee:**

Commensurate with experience.

Successful applicants will need to supply a tax clearance certificate and will be responsible for making their own tax returns.

**8. Informal enquiries / supplementary information to:**

Wicklow Uplands Council

Main Street

Roundwood

Co Wicklow

info@wicklowuplands.ie

Tel: 01 281 8406

**9. Application Process**

An interview process will be carried out in early December with the role to begin in January 2022

**10. Website:** [**www.wicklowuplands.ie**](http://www.wicklowuplands.ie)