



Open competition for appointment to the position of
Campaign Officer
with the Irish Peatland Conservation Council
Closing Date for applications 2nd November 2021

The Irish Peatland Conservation Council (IPCC) is a national charity (CHY 6829, RCN 20013547) that aims to conserve a representative sample of the peatlands of Ireland for people to enjoy now and in the future.

The Campaign Officer will act in a supporting role to the four core posts in Conservation, Policy, Education and Fundraising within the Irish Peatland Conservation Council (see www.ipcc.ie). The first year will consist principally of training in the skilled areas of IPCC's work of conserving and managing peatlands, educating school groups, working with visitors to our nature centre and fundraising for projects and campaigns. Three projects will to be undertaken in each of the core areas of training during the first year to assess how the Campaign Officer is growing into the post.

In the second year, the Campaign Officer will be given more responsibilities - fundraising for specific projects that need to be undertaken in education and conservation as outlined in IPCC's Strategic Business Plan. The overall aim will be to build their own profile and that of the Irish Peatland Conservation Council. The work will involve the following activities to enhance both the hard and soft skills of the Campaign Officer:

- Meeting, greeting and guiding visitors and school groups to the Bog of Allen Nature Centre in Kildare
- Writing and desk top publishing skills including preparing articles and designing IPCC's supporters newsletters, information leaflets, educational work sheets, advertising posters and issuing press material
- Web and social media development and maintenance skills
- Presentation skills including giving talks on open days and teaching peatland field studies to school groups
- Reporting skills including project results, maintaining records of visitors numbers and oral reporting
- Policy work including implementing the IPCC's Peatland Conservation Action Plan 2020 ans 2030.
- Reception duties including dealing with telephone and face to face enquiries, taking bookings and operating audio-visual and other equipment
- Research skills including collecting and analysing field data from IPCC's reserves
- Fundraising skills including direct mail and project funding
- Identification skills – peatland plants, raised bog ecotopes, habitats, butterflies, invertebrates, bees, garden birds
- Site Management skills including drain blocking, drain profiling, butterfly transects, species monitoring, *Sphagnum* transfer, vegetation mapping, vegetation surveying, managing grazing, water table monitoring

Eligibility Requirements

Essential:

Candidates must have, on or before closing date for the competition:

- A recognised qualification at level 8 on the National Framework of Qualifications in zoology, biology, ecology, plant science, environmental science or a relevant qualification which is acceptable to the Irish Peatland Conservation Council as equivalent.
- Excellent communications skills both written and verbal and a proven ability to communicate with diverse audiences at an individual and group level.
- Excellent inter-personal skills, be enthusiastic and knowledgeable about nature conservation and peatlands.
- Excellent IT skills across a wide range of technologies and services.
- A full clean category B driving license
- Flexible approach – available to work outside normal hours are required on occasional basis.

Main Contract Details

Location

The Campaign Officer will be based at the IPCC headquarters at the Bog of Allen Nature Centre, Lullymore, Rathangan, Co. Kildare, R51 V293 but will be required to work on site at our reserves in Kildare, Meath, Kerry, Waterford and any other reserves acquired by the charity from time to time.

Annual Salary: €24,000-€26,000 depending on qualifications and experience

Contract duration: 24 months with potential for extension subject to funding

Probation: Six months.

Office Hours: 9-5pm Monday-Friday with some weekend work

Holidays: Annual leave entitlement is 20 days.

Completed application and cover letter submitted for the attention of Nuala Madigan, CEO to bogs@ipcc.ie or postal application to:

Nuala Madigan

Chief Executive Officer

Lullymore

Rathangan

Co. Kildare

R51 V293

Deadline for application no later than 5pm on 2nd November 2021