

# Projects and Communications Specialist

## Job Specification

Role:	Projects and Communications Specialist
Position	Fixed term contract
Location	Naas, Co. Kildare
Salary	€27K
Pension	Access to IWEA scheme after 6 months service (5% contribution by company, 5% by employee)
Leave	23 days
Working hours	9am to 5:30pm
Reporting to:	Chief Operating Officer

### **Role Purpose:**

To provide specialist support to the COO and the IWEA team in fulfilling policy projects and IWEA Communications. Provision of project management and communications support in a number of key policy areas including such as Grid, Planning, Market, Regulation, Offshore and Environment and Planning.

### **Role Description:**

Duties will be varied and will include but are not limited to:

- Development of accessible briefing materials for non experts.
- Respond to external queries, e.g. those arising members or customer queries.
- To work with the COO and the IWEA team in collecting and distributing information through mediums such as forums, press releases, publications, website, newsletter, and other social media. Tasks may include:
  - Writing newsletter content
  - Drafting press releases, email campaigns and other publication materials
  - Updating IWEA's website and social media with current news and resources on wind energy
  - Conducting research
- Ensure the IWEA website is used effectively to disseminate IWEA policy.
- Support the delivery of communication of IWEA policy to members.
- Liaise with and assist with the management of IWEA PR Support as required.
- Overseeing the completion of a number of projects which involves overseeing the tasks, timelines, and resources necessary to ensure projects stay on time and on budget.
- Adding value by ensuring that the projects produced are of quality, and completed in a timely manner.
- Development of knowledge and skills

- Meet the objectives and performance measures agreed with COO
- In conjunction with the COO and the IWEA team deliver the IWEA yearly communications strategy.

As IWEA is a small company all employees are expected to be flexible and support activities outside their specific role such as supporting other functions such as membership/events/in house operations as required.

## **PERSON SPECIFICATION**

### **Key Competencies:**

### **Education:**

- Ideally minimum 2:1 Degree with a preference for a technical or business discipline, although applicants from other disciplines are also actively encouraged to apply.

### **Mandatory Experience / Technical Skills:**

- Relevant work experience
- Can demonstrate excellent communication skills and sound professionalism which enables you to:
  - Present or assist others to present key IWEA messages
  - Writing of IWEA communication materials
- Possess well developed analytical skills which enable you to:
  - Manage a number of key projects to a high professional standard.
  - The ideal candidate must have demonstrated an ability to make sound decisions and meet deadlines with a strong track record of success.

### **General Requirements:**

- Possess self-management skills and the motivation to be able to:
  - Efficiently organise own time
  - Assess priorities within own area of responsibility
  - Handle routine work with limited supervision
- Is a versatile self-starter who demonstrates:
  - Willingness to work as part of a team
  - Leadership potential
  - A keen interest in energy
  - A positive attitude towards their work
  - An ability to build and maintain good networks internally and externally
  - An ability to maintain a broad focus on, and interest in current affairs that relate to the Wind Energy sector in Ireland.
- Is able to work well under tight deadlines, sometimes heavy workloads and with a high degree of individual responsibility, all of which are implicit in the position.
- Excellent English writing skills – this position requires a very high degree of writing competence

**How to Apply:**

Please apply by email to [caitriona@iwea.com](mailto:caitriona@iwea.com)

Alternatively you can post it to:-

Caitriona Diviney

Irish Wind Energy Association

Sycamore House

Millenium Park

Osberstown

Naas

Co.Kildare

Closing date: 5pm 17 February 2012