

Energy & Climate Awareness Officer

Codema, Dublin's Energy Agency, is currently looking for a dynamic Energy and Climate Awareness Officer to make a big difference within our small, dedicated communications team. We are committed to leading Dublin's low-carbon transition and we are looking for someone who is equally committed to these values and realises the importance of effective communication and engagement in achieving this.

Is this you?

You will work across a range of exciting and innovative projects, such as our Home Energy Saving Kit scheme, our Think Energy campaign and the Sustainable Energy Communities programme. You will be the 'face' of our energy awareness projects and will be able to organise and deliver educational talks and workshops to a range of stakeholders where required. You will be able to think strategically and can work with the rest of the team to deliver communications and engagement campaigns that will excite, engage, and inspire key stakeholders to work with us across a range of projects. You will have experience working with the latest and most effective communication tools and you can supply engaging content across our social and digital media platforms.

You will be able to hit the ground running in taking a lead on our existing energy awareness campaigns, including programme planning, developing communication material (online brochures, infographics, etc.) and organising events. You will be confident in generating new ideas to drive engagement and enhance communications across new and existing projects. You are a natural 'people person' and are comfortable presenting our work in a variety of situations, from small community events to large conferences. You have strong creative writing skills and are able to translate complicated but important topics easily, without losing the message.

What you'll do:

- Be the communications lead for the Sustainable Energy Communities (SEC) programme throughout the Dublin region. Responsibilities will include promoting the SEC network, connecting with existing community groups, organising regional workshops, and general communication of the SEC programme through online and offline communication channels (infographics, brochures, videos, social media platforms, etc.).
- Manage the Home Energy Saving Kit scheme, including fulfilling orders, putting the components of the kits together, liaising with library staff, etc. You will also be able to put forward and execute ideas to advance the scheme. You will act as an ambassador for the programme, delivering training to libraries and other organisations where necessary. You will be required to deliver public awareness programmes (including giving workshops and presentations) supporting the scheme to libraries and other Dublin Local Authority buildings where required.
- Advance our existing Think Energy campaign to drive energy awareness among the general public and staff in the Dublin Local Authorities through promotional campaigns, website, social media platforms, events, workshops, etc.
- Provide support to the Communications Manager on the EU Horizon 2020 TOMORROW project. This will include helping to develop and roll out a stakeholder engagement strategy, identifying a variety of suitable communications channels to engage a range of key stakeholder groups (e.g. business community, transport organisations, research institutions, etc.) and assisting with event organisation and promotion, where necessary.
- Deliver energy and climate awareness talks and workshops to Dublin Local Authorities and other stakeholder organisations as required.

- Work with the Dublin Local Authorities to promote their Climate Change Action Plans and feed into any existing or planned campaigns by the councils around climate change (e.g. transport campaigns, library campaigns, etc.).
- Identify opportunities to network and collaborate with like-minded groups and organisations and keep up to date on the latest engagement techniques and campaigns in Ireland and abroad
- Creating engaging web and social media content to promote Codema's projects, where necessary
- General ad hoc support to the Communications Manager, as required

Minimum Requirements:

- Educated to degree level in Communications / Marketing / Journalism or similar discipline
- Minimum 4 years' experience in a similar role is essential
- Demonstrated knowledge of climate change / environment / energy industry in Ireland
- Strong digital media skills, including experience with Content Management Systems (WordPress, Expression Engine or similar)
- Experience in using a wide variety of social media networks, including Twitter, Facebook and LinkedIn
- Experience in developing communications collateral, such as brochures, reports, infographics, etc.
- Experience in delivering talks, presentations, workshops, etc.
- Strong communication and interpersonal skills with the ability to communicate effectively both orally and in writing
- Proficiency in Microsoft Word, Excel and PowerPoint essential
- Fluency in English is essential
- Good attention to detail
- Good at multi-tasking and prioritising workload
- Ability to liaise with a wide range of stakeholders
- Ability to follow instructions and adapt quickly
- Ability to work with a team and on own initiative
- Strong organisational and time management/planning skills and the ability to prioritise work and meet deadlines

Additional skills that would be a distinct advantage:

- Additional qualification in Environment/Science/Energy sector would be advantageous, but not essential
- Previous experience of using Adobe design software (Illustrator / InDesign / Photoshop) or similar would be an advantage
- Event management experience preferable
- Experience using CRM tools desirable, but not essential

What we offer:

- Employee Assistance Programme
- Life assurance benefits
- PRSA pension scheme
- Flexible working hours
- Centrally-located office in Temple Bar

- Ongoing training and development for staff

Location: Codema, 2 - 4 Crown Alley, Temple Bar, Dublin 2.

Duration: 2-year Fixed Term Contract (Full-time)

To Apply: Please email your CV and cover letter to Edel Giltenane, HR & Operations Manager, at edel.giltenane@codema.ie

Closing Date for applications: Monday, 2nd March @ 5pm

Please note that due to the nature of this role, a small amount of evening / weekend work may be expected.

About Codema

Our mission is to accelerate Dublin's low-carbon transition through innovative, local-level energy and climate change policy, planning and projects, in order to mitigate the effects of climate change and improve the lives of citizens.

We aim to achieve this by:

- Working with the four Dublin Local Authorities in leading and influencing the low-carbon transition
- Making innovative energy projects mainstream with wide-scale impact
- Influencing national and European policy through our on-the-ground knowledge of best practice models in Europe
- Supporting networks of communities in developing a low-carbon energy model
- Identifying and championing best-practice, low-carbon transport and building solutions

Codema actively encourages good job satisfaction and personal professional development amongst staff and facilitates a healthy work-life balance.

For more information, please visit our website at: www.codema.ie.

Codema is an Equal Opportunities Employer