

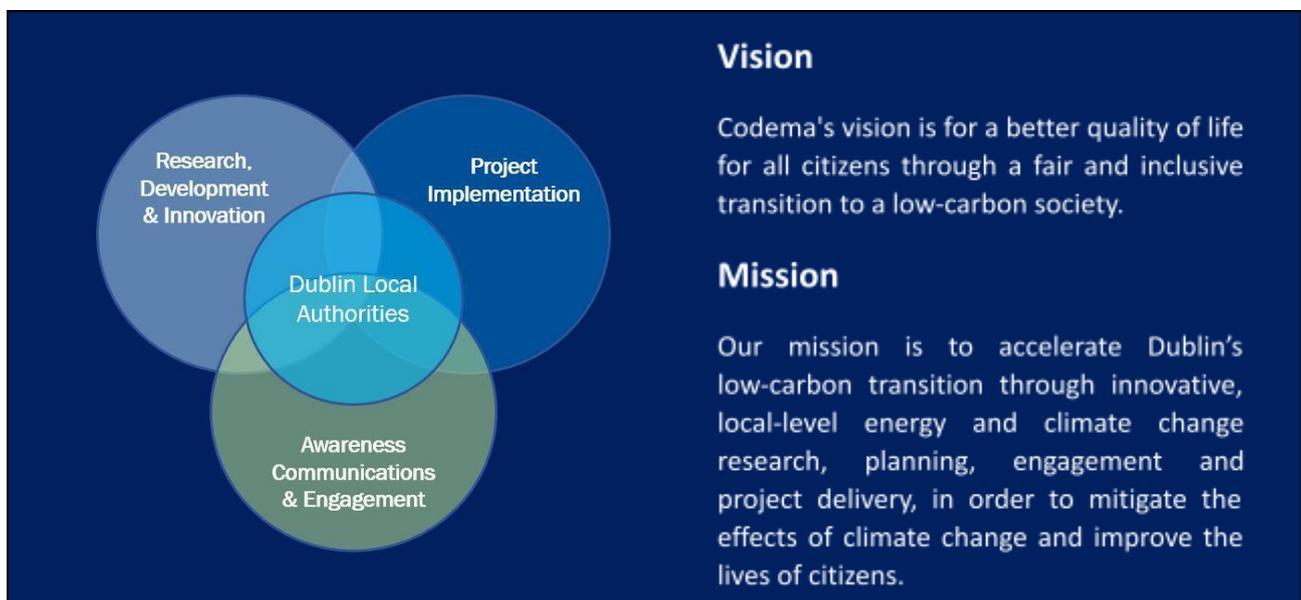
Job Specification for Public Participation Coordinator

Why we stand out from the rest:

- Do you want the opportunity to organise and take the lead on an innovative, democratic, participatory process?
- Do you want to be part of a team delivering **best-practice public and stakeholder engagement campaigns** around Dublin's energy transition?
- Do you want to work for an **innovative, not-for-profit company** that values your input and welcomes your ideas?
- Do you know any other company that is piloting a **4-day working week**? With Codema, your weekend starts on Thursday evening!

Codema, Dublin's Energy Agency, is currently looking for a dynamic Project Coordinator to make a big difference within our small, dedicated Awareness, Communications and Engagement 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.

Codema has been successfully operating for 25 years and we believe our success is attributed to the dedication of our team who are driven by knowing that what they do has a positive impact on our environment and our future. We are proud of what we have achieved in the past and even more excited about the future and the next chapter for Codema. We are looking for someone who shares our passion and values to expand our team and join us on our success story.



We are looking for:

- A person who is passionate about designing and implementing inclusive and accessible participatory processes
- A person with knowledge and (preferably) experience of designing and implementing inclusive and accessible participatory processes. Experience of organising a representative deliberative process (e.g. mini-publics/citizens' assemblies) would be a distinct advantage.
- A person who is highly organised and can deliver an excellent standard of work to tight deadlines
- A person who thrives on developing and managing excellent stakeholder relationships – a real people person who is a great networker
- A passionate team player who understands the important role that effective engagement and participation plays in moving Dublin away from fossil fuels
- A great coordinator who can support with the organisation of small and large-scale events
- An enthusiastic team worker, with an eagerness to learn and who shares Codema's values

What you will do

Within our Awareness, Communications and Engagement team, you will organise a mini-public on Dublin's energy transition as part of the public engagement of the [Net Zero Cities](#) initiative. You will also provide a supporting role to the ACE team on implementing public and stakeholder engagement campaigns across the local authorities' Decarbonising Zones in Dublin and through the [Zero Together](#) initiative. Responsibilities include, but are not limited to:

- Support Codema's Public Engagement Manager on the Net-Zero Cities initiative, which requires the development of a Net-Zero Cities Action and Investment plan to bring Dublin City towards net-zero by 2030. The specific responsibility of this role is to organise and implement the core public engagement activity of the Net-Zero Cities initiative: a mini-public on Dublin's energy transition. This work will include, but is not limited to:
 - Developing an implementation plan to ensure the successful planning and roll-out of the mini-public
 - Planning for and providing mechanisms and opportunities to ensure that the mini-public is inclusive, accessible and representative
 - Planning and organising engagement activities to ensure input and feedback from the people living, working, studying across Dublin before and after the mini-public
 - Researching and procuring suitable practitioners and agencies to support the roll-out of the mini-public
 - Organising the logistics of the mini-public (e.g. venue hire, catering, technical services and translation/sign language services etc.)
 - Assisting with the digital activities supporting the mini-public (e.g. social media and website content)
 - Assisting with the development of a communications campaign to promote and publicise the mini-public regionally and nationally
 - Liaising with relevant stakeholders across Dublin to build an understanding of and buy-in for the mini-public process

- o Helping with the creation of appropriate partnerships and structures to support the successful implementation of the mini-public (e.g. Oversight committee, Expert witnesses, Research partner etc.)
- o Provide regular status updates on the mini-public process to the Codema team and the Net-Zero Cities Transition Team
- o Managing budgets and deadlines in an organised and efficient manner
- This role will also require input and support on additional communication and engagement activities around the Net Zero Cities (NZC) initiative, Local Authorities' Decarbonising Zones and Zero Together, including:
 - o Assisting with stakeholder mapping and engagement to ensure that key organisations and communities are identified, including those representing the most vulnerable in our society
 - o Helping to achieve signatory and stakeholder commitments for NZC
 - o Helping to prepare and implement local engagement plans for Decarbonising Zone areas in the Dublin region
 - o Helping to create and coordinate Net-Zero cities and local Decarbonising Zone transition teams
 - o Assisting with local community and stakeholder outreach activities
 - o Assisting with event organisation (workshops, town hall events, team meetings)
 - o Assisting with event facilitation, where necessary
 - o Feeding into Decarbonising Zone implementation plans, where necessary
 - o Aligning the NZC mini-public process to the Zero Together and Decarbonising Zone activities listed above, where relevant, and working seamlessly with Codema's Public Engagement Manager and Public Engagement & Stakeholder Coordinator

Why join Codema?



- Use your skills to make a difference by working in a public good company where everything you do will contribute to reducing emissions to protect our future and our environment, and enhance the everyday lives of our citizens
- Be part of an award winning and innovative company with a highly skilled, dedicated and passionate team
- An all-inclusive employer that recognises the benefits of diversity in the workplace
- A learning organisation with a growth mindset that encourages career and personal development
- An indicative starting-salary range of €40,000-€45,000 gross per annum, depending on experience
- Paid Family Leave Policy (eligible after 12 months)
- Opportunity to work from abroad for a set period of time (currently 4 weeks)
- Four weeks annual leave plus additional designated Christmas leave
- Excellent personal development and training opportunities
- Flexible working hours and hybrid working model to facilitate work-life balance
- Codema is one of 12 innovative companies participating in the Four Day Week Pilot programme - 100% pay, 100% output, 80% time - (eligible after 6 months probationary period)
- Company pension with Employer contribution (eligible after 6 months probationary period)
- Life assurance & critical illness protection cover
- One paid professional subscription per annum
- Employee wellness programme
- Taxsaver commuter ticket scheme
- Cycle-to-Work scheme

Minimum Requirements

- Minimum 2 years relevant experience ideally in an engagement / coordination / relationship-management role
- Degree in Communications / Marketing / Project Coordination or similar discipline
- Experience dealing with the public and managing a range of different stakeholders
- Experience working on public participation activities
- Experience organising events and workshops
- 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 at multi-tasking and prioritising workload
- 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

- Previous experience of organising a representative, deliberative process
- Previous experience of event facilitation is desirable but not essential
- Passionate about developing your knowledge on energy and climate-related topics
- Digital media skills, including experience with Content Management Systems (WordPress, Expression Engine or similar) and newsletter platforms
- Experience in using a wide variety of social media networks, including Twitter, Facebook and LinkedIn
- Experience in developing communications collateral, such as brochures, infographics, etc.

Location

The Codema office is located at The Loft, 2 - 4 Crown Alley, Temple Bar, Dublin 2 and is only accessible via a staircase. The office is centrally located and accessible by a range of sustainable transport modes. Secure bicycle parking is available on-site and off-site in nearby public parking facility.

Duration 18-month Fixed Term Contract (Full-time)

Next Steps

Please e-mail your CV and a cover letter at recruitment@codema.ie by Wednesday, April 12th at 5pm

About Codema

Our mission is to accelerate Dublin's low-carbon transition through innovative, local-level energy and climate change research, planning, engagement and project delivery, 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