

Communications Officer for StreamScapes

Position: Communications Officer

Location: StreamScapes, Coomhola, Bantry, Co. Cork

Type: Part-time, fixed contract (€17.50/hour)

Reports to: Maggie McColgan, CEO



Overview:

StreamScapes is seeking a dedicated and enthusiastic individual to join our team in the role of Communications Officer. The Communications Officer will play a crucial role in developing a strategic Communications Plan, overseeing the development of digital content, supporting daily operations of StreamScapes, social media monitoring, guest services at our Stream School, and various administrative tasks.

Key Responsibilities:

Strategic Communications Planning:

- Develop and implement a comprehensive Communications Plan to align with StreamScapes' mission and goals.
- Identify key audiences and tailor messaging to effectively engage schools, community groups, policy stakeholders, and the public.
- Monitor and evaluate the effectiveness of communication strategies, providing regular updates to the team.

Content Development and Management:

- Oversee the creation of high-quality digital content, including short videos, infographics, blog posts, and e-learning modules that highlight StreamScapes' activities and mission.
- Collaborate with educators and programme staff to produce engaging materials that showcase local biodiversity, heritage projects, and community initiatives.
- Maintain and update the StreamScapes website with relevant content and resources, ensuring accessibility and user-friendly navigation.

Social Media and Online Engagement:

- Manage StreamScapes' social media platforms (e.g., Instagram, Facebook, Twitter, Bluesky, LinkedIn) by creating, scheduling, and monitoring posts that promote educational programmes, events, and publications.
- Respond to comments, messages, and inquiries on social platforms, building strong connections with the audience.
- Track analytics to assess audience engagement and adjust strategies accordingly.

Guest Services and Public Engagement:

- Serve as a point of contact for visitors and community members at the StreamSchool, ensuring a welcoming and informative experience.
- Assist with the organisation and delivery of events, workshops, and field programmes hosted at the StreamSchool.
- Collect feedback from guests to inform programme improvements and communication efforts.

Administrative Support:

- Support daily operations by managing correspondence, scheduling meetings, and maintaining internal records.
- Assist in preparing reports, funding applications, and project updates to stakeholders.
- Provide logistical support for events, including coordinating materials, participant registration, and onsite management.

Qualifications and Skills:

- Strong communication and interpersonal skills.
- Proficiency in using social media platforms.
- Highly organised with attention to detail.
- Ability to work independently and as part of a team.
- Friendly, approachable, and customer-service oriented.
- Computer skills, including familiarity with Google Suite.

Working Conditions:

- Part-time, fixed contract
- Primarily based at StreamScapes in Coomhola, with some potential for remote work.
- Flexible working hours may be required for events and special projects.

Benefits:

- Opportunity to gain valuable experience in environmental education and community engagement.
- Hands-on experience in social media management and administrative tasks.
- Being part of a passionate and dynamic team dedicated to environmental sustainability.

Application Process:

Interested candidates should submit their CV and a cover letter outlining their qualifications and interest in the position to info@streamscapes.ie.

StreamScapes is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.