**Roles and Responsibilities**

**Keep Northern Ireland Beautiful**

## General Information

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| Job Title: | **Project Officer for EU SWIM Project** |
| Employed by: | Keep Northern Ireland Beautiful |
| Reporting to: | Local Environmental Quality Manager |
| Job Purpose: | Effectively manage the communication element of the EU SWIM Project |
| Location: | Keep Northern Ireland Beautiful, Belfast |
| Hours per week: | 22.5 |
| Term: | Contract, part-time to March 31st 2020 |
| Salary: | £20,646 *pro rata* |
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Keep Northern Ireland Beautiful is seeking an outstanding individual to deliver the communications element of the EU SWIM Project.

System for Bathing Water Quality Monitoring (SWIM) is a cross-border research programme for developing a system for live bathing water monitoring. It is a partnership between University College Dublin, Agri-Food Biosciences Institute and Keep Northern Ireland Beautiful. The aim is to develop a system that will allow bathers to check the water quality of their chosen bathing spots live before they dip a toe in the water through use of a specially designed app on their smart phones.

The EU SWIM Project Officer based at Keep Northern Ireland Beautiful will take the lead on the communications element of the project, establishing and managing the project communication channels and promoting the project to a wide audience through the website, social media and app.

The post-holder will report directly to the Local Environmental Quality Manager at Keep Northern Ireland Beautiful and will regularly brief the EU SWIM Project Partners.

**Duties and Expected outcomes**

* Enhance and maintain existing social media channels to promote the EU SWIM Project to the relevant audience(s).
* Liaise with appointed app developer to ensure the creation of an easy to use, relevant and functional app across various platforms for the EU SWIM Project.
* Promote the EU SWIM Project app widely and monitor and report on usage.
* Maintain the EU SWIM Project website and update as necessary.
* Liaise with relevant other environmental, sport and outdoor networking organisations to help promote the EU SWIM project and associated communication channels
* Identify and attend relevant promotional events and opportunities where the EU SWIM Project could be showcased
* Maximise media coverage for the EU SWIM Project
* Represent Keep Northern Ireland Beautiful at EU SWIM Project/Partner meetings
* Represent the EU SWIM Project/Keep Northern Ireland Beautiful at conferences and meetings as required.
* Provide timely and accurate reports on all communications activities
* Providing administrative support to the EU SWIM project including assisting with the preparation of quarterly reports for funders and sponsors.
* Fulfil other duties as required on occasion.

**TARGETS**

* Deliver the EU SWIM Project work plan, meeting all targets as agreed with line manager and funder, on time and within budget
* Promote the EU SWIM Project as widely as possible through continuously updated website and project app
* Maintain records and input data accurately.
* Prepare accurate, structured and well-written reports on work.
* Ensure that good relationships with stakeholders are established and maintained.

**Authority**

* Commission work only in line with company and EU procedures
* Refer any media interest or potential news stories to your line manager
* Operate within the organisation’s policies and procedures at all times
* Only commission marketing channels in line with that agreed by the Chief Executive and SEUPB

**General Information**

You will work from an office in Belfast, but travel to meetings/events across the island of Ireland will be required from time to time.

The Keep Northern Ireland Beautiful office is open Monday to Friday, from 8am-6pm. As this role is part-time at 22.5 hours per week there is flexibility as to when the hours are worked, so long as this doesn’t hinder the effective delivery of the role.

This is an important role in a small organisation and, given the nature of the work, on occasion you will be required to operate outside of your normal working hours, for example, at evenings and weekends, for which time off in lieu will be given.

**Person Specification**

**Essential**

* Educated to Degree level.
* Demonstrable relevant experience in communications, with a specific focus on social media channels and knowledge of app development and usage.
* Excellent interpersonal skills, both written and oral.
* Well-developed ICT skills, especially using the Microsoft Office suite and website content management.
* Ability to work effectively both independently and as part of a team
* Ability to meet deadlines and targets while keeping to budget.
* Full current driving licence and/or access to a suitable means of transport to enable you to carry out the duties and responsibilities.

**Desirable**

* Public relations and marketing experience in a professional capacity.
* Experience of working in a professional environment including experience of project/programme delivery.
* A good understanding and interest in environmental/ sustainable development issues.
* Understanding of the needs of the outdoor beach and water-based recreation community
* Knowledge of the Community & Voluntary Sector.