



**Friends of
the Earth**

Friends of the Earth is hiring an Events Support Officer

Closing date: 29th September 2021

About the organization

Friends of the Earth Ireland is a community at the heart of a growing movement for a just world with zero pollution. We are part of Friends of the Earth International - the world's largest grassroots environmental justice network. Here in Ireland, we work closely with Stop Climate Chaos - the civil society coalition campaigning to ensure Ireland does its fair share to tackle the causes and consequences of climate change.

Our mission is to campaign and build movement power to bring about the system change we need for a just world where people and nature thrive. We work collaboratively to advance the organization's mission, vision and values.

About the role

Friends of the Earth Ireland is recruiting an Events Support Officer to join our growing team. Building a grassroots movement is at the centre of everything that we do, because we know it's only through people-power that we can achieve our vision for the future. We organise multiple training events, workshops, webinars and project activities to strengthen the work happening at a grassroots level.

This position will be a cross-cutting role working to support multiple teams with various events and project activities. You will particularly focus on providing logistical, technical and digital support as well as feeding into the design and delivery of our training and events. You will report to the Head of Movement Building but will also liaise closely with other team circles in relation to key areas of responsibility.

Responsibilities

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| 1 | To ensure the smooth delivery of FoE stakeholder and training events and activities, including communications with volunteers, pre-event planning and arranging logistics and facilitation (online or in person as COVID restrictions permit) |
| 2 | Help us design and deliver the format and logistics of our events to be of maximum impact and value to our members. |
| 3 | To ensure project activities and event goals and objectives are in line with funding obligations and in line with FoE's strategic plan |
| 4 | Regular monitoring of activities and outputs against objectives, and reporting on communications to relevant staff and stakeholders. |
| 5 | Support post-event evaluations to measure the effectiveness, learnings and impact from events and ensure ongoing reflection and improvement. |
| 6 | Work with Communications colleagues to promote events across digital and social media platforms. |
| 7 | Undertake any other tasks and projects on behalf of the team as required. |

About you

Essential skills or experience:

- Demonstrated interest in social, global and environmental justice
- Digital event/ workshop organising skills and experience
- Demonstrable experience of delivering high-quality in-person events/programmes to internal or external stakeholders
- Strong understanding of digital and social media platforms such as Zoom, Slack, Salesforce, Typeform, Wrike, Google suite, Microsoft suite, Adobe suite or equivalent.
- Demonstrated written and oral communications skills (e.g. calling, emailing, development of event materials and resources, hosting at events, etc) – Fluency in English is required but being a native English speaker is not essential

Desirable skills or experience:

- Experience of working with diverse communities (socio-economic backgrounds, race, ethnicity, gender, paid / unpaid), including geographically dispersed, in the development and delivery of projects and/ or events.
- Project management experience
- Background knowledge, experience participating in or working as part of civil society institutions, coalitions or networks
- Understanding of current climate and environmental issues from local to global contexts

Personal attributes and competencies:

- Flexibility and willingness to work evenings and weekends to support activities and events as needed.
- Proven problem-solving skills and ability to remain calm and focused during stressful and evolving situations.
- A naturally collaborative person. Happiest when working together with others in partnership and able to make and maintain effective contacts and relationships, and build trust amongst different actors
- Commitment to the mission, vision and values of Friends of the Earth
- Ability to work on multiple projects and tasks at one time
- Ability to use initiative, think creatively and work independently
- Excellent time management and prioritisation skills
- Excellent interpersonal and team work skills
- Be flexible and adaptable to fast changing situations and tasks and willing to provide support to others in the team as required to meet team or organisational needs.

Statement on Solidarity, Participation and Inclusion

A commitment to solidarity, participation and inclusion is one of the fundamental values of Friends of the Earth. We therefore endeavour to ensure that everyone, particularly marginalised and disadvantaged groups who might be affected by policy are considered and included in the conversation. We acknowledge our privilege as people working in an NGO and understand the fact that there may be barriers to participation. We strive to expand and diversify civic engagement, by creating spaces for everybody to participate and be included in activism and political change.

As part of this commitment to the values of solidarity, participation and inclusion we strongly encourage applications from those with identities under-represented in the environmental movement, for example: people of colour, LGBTQIA+ people, those seeking asylum or with refugee status, people with a disability, or people are who members of an ethnic minority.

Terms and Conditions

Conditions are according to Irish legislation including the legal ability to live and work in Ireland. Friends of the Earth Ireland adheres to Irish law that prohibits discrimination on basis of age, sexual orientation, marital status, birth, fortune, religious, philosophical or political beliefs, language, present or future state of health, disability, physical or genetic characteristics, sex, pregnancy, childbirth, maternity, change of sex, nationality, alleged race, skin colour, ancestry, national, ethnic or social origin.

The working language is English, but applicants are not required to be native speakers.

Contract duration: This is a 12-month contract. There is a six-month probationary period. Any decision on the future of the post will depend on organizational funding.

Hours per week: This is a full time post (35 hours per week). There is a possibility the organization would consider a proposal from the successful candidate to work 4.5 days a week or an absolute minimum of 4 days a week. This role requires flexible working hours including evenings and weekends (when our events take place).

Location: The position is based in our office in Mount Street Upper in Dublin 2, however throughout the Covid pandemic and beyond we will continue to facilitate remote working as much as possible. The post-holder will need to be willing and able to be in Dublin for certain meetings and activities as required.

Annual Leave: Full-time employees get 25 days paid annual leave a year. For part-time employees annual leave entitlement is calculated on a pro-rata basis (e.g. if you work 4 days a week you get 20 days annual leave).

Salary: The post is on our Programme Officer payscale, with gross annual fulltime salary between €28,420 and €33,242. The starting salary will depend on experience.

The Protection & Safeguarding of Children and Vulnerable Adults

Friends of the Earth Ireland has adopted a policy to protect and safeguard the welfare of young people. The post holder will be required to follow this policy at all times and any offer of employment may be contingent on Garda Vetting and Reference Checks. A copy of the organisations [Safeguarding and Child Protection Policy and Vetting Policy](#) is available for review on our website.

To Apply:

Send your CV (2-page max) with a cover letter (1-page max) outlining your motivation for applying to this position to jobs@foe.ie by 23.59 on Wednesday 29th September 2021 – please include the role title in the subject of your email. We are aiming to hold interviews during the week starting 18th October.

We regret to inform you that we may not in a position to respond to all candidates and can only guarantee a response to shortlisted candidates.

All documentation received by Friends of the Earth will be processed in accordance with the Data Protection Acts, 1988 and 2003 General Data Protection Regulation (GDPR; 2018). The information will only be used by Friends of the Earth in the processing of job applications and for ongoing administrative purposes with job candidates.