

## **Community Wetlands Forum: Development Officer** **(<https://www.activelink.ie/node/109591>)**



### **DEVELOPMENT OFFICER (FT)** **WITH THE** **COMMUNITY WETLANDS FORUM CLG**

The Community Wetlands Forum (CWF) supports the protection, management and wise use of Irelands wetlands for sustainable communities, by providing a network for community wetland groups to share knowledge, ideas, research and best practice. **The CWF is now seeking a full-time Development Officer to work with the Board of the CWF, to support and engage with current members, to assist the organisation to grow its membership, and to build public awareness of the CWF through communications and outreach activities. A key part of this role will be implementing the actions of the CWF Strategic Plan 2025-2027. The Strategic Plan is available [here](https://communitywetlandsforum.ie/wp-content/uploads/2024/04/CWF_Strategic_Plan_2024-2026_A4_v6_HiRes_WEB.pdf).** ([https://communitywetlandsforum.ie/wp-content/uploads/2024/04/CWF\\_Strategic\\_Plan\\_2024-2026\\_A4\\_v6\\_HiRes\\_WEB.pdf](https://communitywetlandsforum.ie/wp-content/uploads/2024/04/CWF_Strategic_Plan_2024-2026_A4_v6_HiRes_WEB.pdf))

**LOCATION** - Remote

**HOURS OF WORK** - 39 hour week Open to job sharing

**DURATION OF JOB** – Initially 12 months subject to six month probationary period

**SALARY** €46,000 pa

#### **Our vision**

A society where wetlands are valued by local communities and community stewardship is valued as a means of protecting and managing wetlands for present and future generations

#### **Our mission**

To promote, develop, and support community-led wetland conservation in Ireland for the public benefit; and to provide a representative platform for community-led wetland conservation groups

#### **Our values**

- Participation
- Inclusion
- Empowerment
- Self-determination
- Partnership
- Resilience

#### **Strategic direction**

We have identified four clear strategic aims, each of which has a set of related objectives. Our plan is ambitious, but we are confident that it is achievable.

Aim 1: Build our internal capacity

Aim 2: Develop our membership

Aim 3: Work effectively with stakeholders

Aim 4: Educate others about our work

## Reporting to

Day to Day - HR Liaison officer appointed by the board of directors directly, and regular attendance at board meetings and working groups .

## Duties

**GROWING MEMBERSHIP OF THE CWF** - Undertake activities to grow CWF member base and foster new relations with relevant stakeholders; raise awareness of supports offered by the CWF and implement the actions of the Strategic Plan 2024-2026

**SUPPORTING MEMBERS & CAPACITY BUILDING** - Facilitate the sharing of knowledge, ideas and experience between members; organise regular CWF meetings and promote knowledge sharing at all levels . Promote capacity building and development amongst the CWF members. Provide a forum for all relevant stakeholders and knowledge transfers .

**COMMUNICATIONS AND AWARENESS-RAISING** - Execute a communications plan to promote the CWF and to raise awareness of wetlands and their wise use both locally and nationally; attend relevant events and conferences

**CONSERVATION, EDUCATION AND BIODIVERSITY PROJECTS** – Identify conservation management measures, which can be implemented by local communities and develop partnerships with agencies, NGOs and academia to deliver Citizen Science projects; support communities to facilitate ecologically sensitive amenity and tourism use of wetlands and develop and share knowledge and Best Practice Guidance with members in all relevant areas of our strategic goals

**IMPLEMENTATION, MONITORING AND TRACKING** - Ensure the actions outlined in the new Strategic Plan are implemented and where joint actions are required, coordinate implementation with other responsible partners, and report on progress to the CWF and partners.

Undertake any duties of a similar nature as required by the CWF.

## ESSENTIAL SKILLS AND EXPERIENCE

- Very strong verbal and written communication skills
- Excellent working knowledge of all Microsoft Office Programmes (Word, Excel, PowerPoint, outlook) or similar
- Excellent planning, project management and organisational skills
- Excellent interpersonal and influencing skills
- Ability to work independently and on own initiative
- Good team working skills
- Experience of working with communities and local organisations
- Experience with traditional media and social media
- Full clean driving licence with access to own vehicle
- Flexible approach to working schedule including some unsociable hours when required

**Please see the attached job spec for full person and role specifications.**

## To apply:

Please send your **CV and cover letter** (max 2 pages) by email to: [info@communitywetlandsforum.ie](mailto:info@communitywetlandsforum.ie) (<mailto:info@communitywetlandsforum.ie>)

**CLOSING DATE FOR APPLICATIONS: 5PM ON Friday July 26th**

## Region

Remote

## Date Entered/Updated

16th Jul, 2024

## Expiry Date

26th Jul, 2024

<b>Attachment</b>	<b>Size</b>
<u>Job Spec CWF Development Officer 2024.pdf</u>	258.08 KB

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**Source URL:** <https://www.activelink.ie/vacancies/interest-groups/109591-community-wetlands-forum-development-officer>