

Vacancy: Executive Officer

Organisation: Irish Ocean Literacy Network

Type: Remote role (hybrid is possible)

Contract: 24 months

The Executive Officer will:

- Be a focal point and Ocean Champion, mobilising members and stakeholders for collaborative actions that advance ocean literacy on the island of Ireland.
- Establish and build the IOLN Secretariat and be responsible for the administrative & financial management of the Network.
- Oversee and coordinate activities to implement the Network's annual action plan and in doing so contributing to the delivery of the IOLN Strategic Plan (2024-2030).
- Help secure funding income to enable IOLN to recruit additional team members to the secretariat and increase the activities of the network to help achieve its vision
- Work closely with the Board of Directors, Advisory Panel and Working Group Chairs to ensure effective governance of the Network.
- Represent the Network at national and international events as required.

Specific responsibilities include:

- Administrative and financial management of the company
- Ensure proper governance of the Network, establish and adhere to best-practice processes and protocols
- Organisation of network events and meetings, campaigns and support members with other activities
- Develop Network income streams through membership recruitment, sponsorship, participation in EU and nationally funded projects/initiatives
- Manage and maintain the Network's website and social media accounts
- Support the Board of Directors, Advisory Panel and the Network's Working Groups
- Delivery of IOLNs contractual obligations in EU-funded projects where it is a partner

(IOLN is a partner in one EC Horizon Europe Innovation Action project called GUARDIAS focused on tackling the challenge of marine invasive species. Start date - Jan 2025, Duration 36m)

Required and desirable skills and experience

Candidate must:

- Be a proactive team player, fast learner, with the ability to create and maintain strong relationships among internal and external stakeholders.

- Be fluent in English, possess exemplary writing, communication and facilitation skills, strong planning and organisational abilities, initiative, and attention to detail.
- Have a creative approach to problem solving and experience with adapting key messages to suit different audiences.
- Proven skills in Microsoft Office and similar communication products.
- Already be permitted to work in the EU. The successful candidate will need to be resident in Ireland or Northern Ireland.

It may be advantageous (but not essential) if candidates:

- Have prior experience in operating a network or company
- Have experience in event management
- Have experience in writing grant applications
- Have experience engaging with a variety of stakeholders (e.g. government officials, universities, NGOs, community groups, and/or research organisations).
- Have a degree in marine sciences or relevant areas
- Have an active interest in science communication and outreach.
- Have an Irish or EU driving licence.

Remuneration

The gross salary scale for this position is €42,500 to €52,500. The starting point for the successful candidate will depend on experience and qualifications.

Contract duration will be 24 months. Six-month probationary period.

Conditions

- Internal and external training opportunities (relevant to the role) will be provided.
- Overtime may be required to meet deadlines as part of the contract.
- National and international travel will be required.
- This role is a 100% remote working position. However, it may be possible to provide a hybrid option should the candidate prefer to have a hot desk in a member organisation.