

EU Project Communications Officer

BACKGROUND 3cea is a non-profit, independent energy agency working primarily with clients across the Carlow, Kilkenny and Wexford region. Our key focus is to increase energy awareness and promote behavioral change to accelerate 'energy transition' for the South East Region of Leinster. We have a broad remit across the energy sector and work on a wide range of local, national and EU projects which require multi-disciplinary teams and skill set

DEADLINE FOR APPLICATION: 15th January 2021

JOB TITLE: EU Project Communication Officer

SALARY: Negotiable / DOE | Plus Work Phone and Laptop | Business Expenses | Company pension with employer Contribution

START DATE: Immediate

LOCATION: The beautiful grounds of St Kieran's College in the vibrant city of Kilkenny but can work remotely during Covid-19

CONTRACT TYPE: Part time with a view to extend based on increased project success | 2-year Fixed Contract. Sick Pay scheme in place

WORKING HOURS: Part time, 22.5 hrs per week

REPORTING TO: Marketing & Communications Manager

PERSON SPECIFICATION

The incoming EU Project Communications Officer will be responsible for 3cea's daily EU project communication management and the delivery of our Interreg EU project initiatives. This includes work packages, deliverables and tasks, including facilitating the further spin off projects as part of the project activity dissemination, communication and optimisation/replication activities. This diverse role encompasses marketing, communication, project management, research and administrative activities.

RESPONSIBILITIES

- Promote 3cea EU project visibility through our digital communications channels and develop relevant and engaging multi-platform content
- Develop comprehensive communication plans around project initiatives support 3cea's technical delivery team to execute EU project deliverables
- Produce blog posts and relevant articles on projects updates and share through social media
- Coordinate the delivery of projects periodic newsletters as required
- Manage 3cea communications around major EU project events
- Translate technical project language into user friendly accessible content
- Maintain projects' web-platforms
- Coordinate and upload content on the web-platforms on an on-going basis

GENERAL TASKS

- Manage day to day communication and project management activities to drive project awareness and deliver on project tasks
- Undertake other duties as required to meet the needs of the department and the organisation such as administrative tasks
- Manage the project communications budget and ensure timely reporting, collate report and analysis of communication initiatives
- Participation in project partner webinars, tele-conference calls, steering group meetings
- Act as the project focal point for all stakeholders Liaise and work closely with other members of EU Projects Team and Marketing Team in 3cea

EU Project Communications Officer

QUALIFICATIONS AND EXPERIENCE

- Experience in administration with demonstrable capacity for delivering accurate work on time in a dynamic working environment
- 1+ -years' experience in a similar role (Digital Marketing, Communications, Business, Project Management)
- Bachelor's degree (or equivalent) or relevant experience in Communications and information management, Business, Marketing
- Project management skill set, experience in the management of communication and marketing activities
- Previous work experience in communications. Past experience in relation to energy, data, building industry, construction etc is a bonus but not essential.
- Excellent storytelling ability, communications, writing and networking skills
- Ability to travel and work EU wide when travel returns to "normal"
- Proven experience working on multi-stakeholder projects
- Experience in handling live social media during events (both online and physical)
- Fluency in English, second European language would be an advantage

THE IDEAL CANDIDATE

- Will apply creativity and attention to detail across all of their work for effective communication to stakeholders.
- Possess the skills and initiative to design successful projects communications' strategies and activities for projects and new project proposals
- Have strong time management skills and is comfortable working to meet tight deadlines
- Experienced user of web content management systems, confident in managing the content of one or more websites and proficient user and creator of word documents, spreadsheets, presentation packages etc.
- Good understanding of technology and IT with detailed knowledge of the social media marketing landscape and tools. Have the ability and the ambition to navigate and grow social media following across Facebook, LinkedIn, Twitter, Instagram and other channels as necessary.
- Seamlessly manage the coordination, production and design of projects' periodic newsletters and communication tools (presentations, brochures, event flyers, videos, factsheets etc), targeting identified relevant audience
- Capacity to coordinate, proofread and edit reports to ensure quality is consistent
- Demonstrate experience in their ability to take initiative and multi-task across multiple projects
- Possess excellent English verbal and written skills

HOW TO APPLY?

Please complete and return the Application Form available on <http://www.3cea.ie/careers> to marketing@3cea.ie with subject line 'EU Project Communications Officer' telling us more about yourself, your experience/ambitions.

Your application form must be submitted by Friday 15th January 2021.