



Post Title:	Communications and Events Officer
Post Status:	18 month Fixed-Term Contract (full-time), subject to extension
Location:	Dublin City Centre (flexible working conditions to accommodate working from home on a part-time basis)
Reports to:	CEO
Salary (employee):	Gross salary/annum: €44,759
Scale	€44,759 - €56,550 *in line with public sector paycales
Starting Date:	As soon as possible but no later than 1 st February 2024

Horizon Nua is a non-profit foundation supporting people, cities, regions, innovators, and entrepreneurs to transition towards a just, carbon-neutral, nature-positive economy.

We are looking for a highly motivated Communications and Events Officer to join our small, but growing team.

Overview of Duties and Responsibilities

General Communications:

- Co-create, coordinate and publish online content relating to the work of Horizon Nua and the projects it is involved in through our website, enterprise platform, and social media channels
- Co-create, coordinate and publish offline content including but not exclusively for reports, documents, deliverables, infographics across all of our activities
- Evaluate the success and impact of all of our communications activity presenting results for review to the senior management team
- Plan, record, measure and report on activity (monthly, quarterly, annually)
- In collaboration with senior management, develop clear branding messaging and ensure all Horizon Nua staff are equipped to deliver key messages and communications to our stakeholders

Online Platform:

- Support the CNEP manager in maintaining the smooth running of our online platform of nature-based enterprises from across the globe

- Support animation of the online communities working closely with the Community Ambassadors to keep the communities vibrant, active and engaged

Event Management

- Conceptualise, curate and deliver in cooperation with our team and external partners innovative engaging interactive online and in person events for audiences of different sizes from small group meetings to global events

Knowledge and Experience

Essential Criteria:

- Third level qualification and/or professional accreditation in communications/event management or a field relevant to the the work conducted
- 3-5 years experience in a similar communications and event management role ideally with a non profit organisation
- Excellent writing skills: ability to explain complex topics to a wide, diverse audience
- Experience in managing and developing online community engagement platforms such as [Hivebrite](#), Discord or/and similar.
- Experience in managing websites using Squarespace ideally, or similar website builders and CMSs, i.e. Wix, Wordpress, etc.
- Professional experience with social media & community management , including monitoring tools, analytics & reporting.
- Professional experience in creating engaging content for print and online
- Professional experience in curating and delivering events of varying scales

Desirable Criteria:

- Knowledge of design and video editing tools
- Knowledge and interest in nature, nature-based innovation, entrepreneurship and the environment
- Competency in using digital tools including Google Analytics, SEO and Content Management Systems

Skills and Competencies

- Team worker: ability to work effectively as part of a team - tolerant, cordial, willing to help others, shares work and information; establish rapport with others
- Excellent IT and communication skills
- Excellent interpersonal skills - highly skilled in working and building consensus within multi stakeholder environments
- Organisational ability: Excellent organisational and task management skills together with the ability to work on a number of tasks simultaneously

Post Information

The role is being offered as an 18 month contract subject to a satisfactory probation period. The contract period may be extended subject to securing additional funding for the post. The successful candidate will be based in our offices in Dublin 2 with flexibility offered to enable remote working (within Ireland) for up to 2 days a week if desired.

Benefits:

- Generous annual leave entitlements
- Time off in lieu working arrangements
- Hybrid working facilitated
- Company pension scheme
- Some work related overseas travel opportunities

Application Information

Applicants should forward a 3 page (max) CV **and** cover letter outlining your suitability for the role to hello@horizonnua.eu. Closing date for applications is **Wednesday 20th December 2023 at 16.00 (GMT)**.

Applications will be evaluated and suitable applicants invited to interview on a rolling basis to facilitate an early start date.

Informal enquiries about the role should be directed to hello@horizonnua.eu.

Please note: Applicants must possess the required documentation to live and work in Ireland if they are not EU citizens. Possession of the necessary permissions should be stated clearly in your cover letter if this pertains to your situation

About Horizon Nua

Horizon Nua is a successful, fast growing, non profit organisation based in Dublin. We support people, cities, regions, innovators, and entrepreneurs to transition towards a just, carbon-neutral, nature-positive economy. We advocate for nature-based enterprises, supporting their growth and development while working with decision-makers at all levels to embed support for this fast-growing sector into sustainable economic and environmental policies. Working with the public and private sectors to drive the growth of the nature-positive economy – we support businesses, governments and others to drive transformation towards improving the state of nature and the restoration & protection of ecosystem services.

The [Connecting Nature Enterprise Platform](#) (CNEP) is an innovation of the H2020 funded Connecting Nature project. It was developed as a response to the increasing demand for nature-based solutions (NBS) to climate change & biodiversity loss. Today it operates as both a marketplace and a networking platform for private and public professionals involved in the delivery of nature-based solutions. As demand for NBS continues to grow, the challenge of finding skilled & reputable suppliers of NBS is very real for regional governments and local authorities. This is the gap the platform now fills and continues to expand in.

Since its launch in October 2020, CNEP has established itself as the world's largest community of nature based enterprises with more than 2000 active members. The platform has 11 different communities each moderated by a Community Ambassador, a leading nature-based enterprise in their field of practice. Each community delivers a wide range of actions to raise awareness of and support the growth of nature-based enterprises in their respective sector.

Horizon Nua is a partner in 8 different Horizon Europe Research and/or Innovation Actions that constitutes the bulk of our work. Each of these actions has a specific communications and dissemination work package in which we are involved. In addition, we organise both online and offline events, capacity building sessions, webinars, workshops and focus groups in our projects as well as through the Connecting Nature Enterprise Platform. Horizon Nua's own activity and contribution to the evolution of the nature -positive economy continues to gain traction and build momentum.

For more information, please visit horizonnua.eu