Woodlands of Ireland Requires an **Administrative and Media Officer**.

The Woodlands of Ireland Native Woodlands Initiative was established to develop native woodland projects and to provide technical support and training to underpin the native woodland sector. It is a Company Limited by Guarantee with Charitable status.

Our vision is: 'To promote the enhancement and expansion of our native woodlands and to increase public awareness of their value'.

**Job Description**

Reporting to the CEO, the following is a brief description of the principal duties that the Administrative and Media Officer will be required to carry out on an initial 20 hours per week basis.

* Supporting activities related to the effective administration of Woodlands of Ireland, including the preparation of the annual accounts, updating company policies and ensuring adherence to governance requirements, especially vis a vis the Companies Registration Office and the Charities Regulator.
* Online logistics and co-ordination of our Technical Advisory Panel group meeting progressions.
* Assisting in the organisation of Board of Management meetings, seminars and training courses.
* Editing and proofreading of reports and information notes.
* Assisting in the application for, and drawdown of annual core funding.
* Uploading annual reports and funding applications to regulators and sponsor sites in a timely manner.
* Maintaining and upgrading Website and Social Media platforms.

**Essential Requirements**

* Experience in office administration.
* Good communications and organisational skills.
* Ability to manage within deadlines and to budget.
* Flexibility in terms of working arrangements.
* Ability to work on own initiative.
* Full clean driving licence.
* Adept in digital media services provision.

**Desirable Experience**

* A knowledge of Woodland Ecology, Environmental Science or Agriculture would be an advantage.
* Photo and video editing skills.

Please apply with a Curriculum Vitae and Cover Letter to [info@woodlandsofireland.com](mailto:info@woodlandsofireland.com) before **18.00, Friday 30th Sept 2022.**