**JOB DESCRIPTION**

**Post Title:** Climate NI Project Assistant

**Salary:** Equivalent toNICS, Grade AO (18,946 – 22,514) pro rata

**Period of Appointment:** To May 2018 (with possibility of 2 year extension)

**Hours of Work:** 30 hrs per week

**Responsible to:** Climate NI Manager

**Place of Work**: NIEL Office, 89 Loopland Drive, Belfast, BT6 9DW

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**Job Purpose**

A highly motivated, committed and competent individual is required to assist the delivery of the Climate Northern Ireland (CNI) work programme and the C.L.I.M.A.T.E. Interreg VB project. The CNI partnership brings together members from a range of key sectors to influence government policy, share best practice and promote positive action to address the impacts of a changing climate. The C.L.I.M.A.T.E. project aims to support local authorities to develop climate change adaptation plans.

This post is currently funded for 3 months (1st March-31st May) and Northern Ireland Environment Link (NIEL) is hopeful funding will be extended for a further two years. The Project Assistant will be responsible to the Climate NI Manager.

Climate Northern Ireland is facilitated as a project within Northern Ireland Environment Link.

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**Major Duties will be:**

* Work with NIEL Communications Officer to help design and deliver Climate NI’s communications - website, e-bulletin, social media and other outreach mechanisms.
* Assist in organising events (workshops, seminars, conferences, press events) and preparing publications to support Climate NI’s work.
* Engage and collaborate with organisations across all sectors to help raise the profile of climate change adaptation in NI.
* Assist in providing secretariat to Climate NI Steering Group
* To assist in delivery of C.L.I.M.A.T.E Interreg project.
* To deputise for CNI Officer if required

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**Specific Duties will include:**

* Data organisation and management.
* Support the maintenance and extension of the online knowledge directory for climate change in Northern Ireland.
* Help produce and disseminate monthly e-bulletins updating members of the latest climate change adaptation and mitigation news at local, UK and International levels.
* Help produce sector specific resources to raise awareness and promote understanding of addressing climate change in NI.
* Provide support to Climate NI sectoral networks.
* Keep up to date with scientific developments related to climate science.
* Assist in development of funding applications as required.
* Such other duties as are necessary to deliver the outputs of the programme.

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**Person Specification**

**Essential.** These competencies must be clearly demonstrated in your past experience and highlighted within your application.

* Third level qualification or equivalent
* Experience, knowledge and demonstrated commitment to climate or environmental work.
* Experience of digital media communications and/or development of resources.
* Ability to plan and manage workload to meet agreed targets and deadlines.
* Working knowledge of IT systems including Microsoft office packages
* Excellent verbal and written communication skills to a variety of audiences.
* Excellent presentation and interpersonal skills.

**Desirable**

* Experience of organising events and activities.
* Additional relevant qualifications.
* Experience in environmental/sustainability/climate change adaptation policy.
* Experience of working with and understanding the ethos of a range of sectors - voluntary, public and private.
* Experience of producing printed material for distribution.
* Experience of searching for funding for projects.

Application is through an application form provided by NIEL. Closing date for receipt of applications is **12:00 noon on Friday 9th February.**

**Job offers are subject to references and that all information in the application is accurate and not misleading.**