Position Title: Science Communications Officer

Type: Full-time 24-month contract with potential for renewal. Eight-month probation period with reviews in month two and month eight. Position available immediately.

Location: Dublin city centre, Ireland

Application Deadline: 18 October 2019, 17:30pm CET

Application Documents: The following documents should be addressed to Laura Richardson, AquaTT HR Manager and sent electronically to: jobs@aquatt.ie

- A well-motivated application letter outlining why you feel you are a suitable candidate and possess the necessary skills and experience to fulfil the requirements of the role.
- A CV addressing our essential criteria, including three references.
- Candidates are invited to send examples of their work but this is not obligatory.

ABOUT AQUATT

Over the past 27 years, AquaTT has proven itself as an expert at managing European projects. With a strategic focus on knowledge management and transfer, dissemination and training, we use our skills to make a difference and help research benefit society in areas such as Marine Science, Environment, Water, Health, Climate Change, Energy and Food. AquaTT has a track record in successfully pursuing, acquiring and managing a significant number of grants (across the main European Union Funding Programmes such as FP7, H2020, Interreg and Erasmus+), enabling it to build a knowledge-based organisation with key networks among national and European stakeholders. The company has an inventive and collaborative nature, where employees are valued and inspired as well as rewarded for their ideas and contributions. A description of AquaTT and its project portfolio is available on the company website (www.aquatt.ie).

DESCRIPTION OF POSITION

The Communications Officer will play an integral role in supporting AquaTT’s Project Officers who work on European funded scientific projects. Each project is contracted to carry out a number of communication activities within set timeframes and budgets. AquaTT currently have a portfolio of 15 open projects and the successful candidate will provide assistance, in a communications role, across all projects.

Specific Responsibilities (but not limited to)

- Work with AquaTT’s Project Officers to develop, copy-edit and proofread content for promotional material such as press releases, newsletters, leaflets, brochures, videos, project websites, social media etc.
- Assist Project Officers to develop media stories to promote the work of their projects through various channels.
- Work in close collaboration with AquaTT’s graphic designers and print suppliers to develop promotional material.
• Carry out quality control checks on all promotional material.
• Disseminate developed promotional materials through AquaTT’s online channels.
• Manage and maintain the AquaTT website and social media accounts, increasing digital audience reach and awareness.
• Copy-edit and proofread other material from AquaTT’s staff, such as highly visible reports for business development clients.
• Assist with event management for AquaTT events e.g. booking venues, liaising with suppliers etc.
• Fulfil administrative requirements and other appropriate activities as requested by the Management team.

Essential Criteria
• EEA work authorisation.
• Educated to diploma/degree level in a relevant area e.g. science communications/public relations/media/marketing/journalism. Candidates with relevant work experience in lieu of qualifications may also be considered.
• At least two years’ previous experience in a comparable role.
• Fluent written and spoken English.
• Ability to write effective press releases and articles for national/international/specialist media.
• Excellent writing skills and ability to produce high-quality content for a variety of platforms.
• Strong active interest in science/science communication/research.
• Excellent attention to detail, pro-active, diligent, willing to learn, dedicated and responsible.
• Must be highly organised, be able to work on several projects simultaneously, be able to prioritise and to utilise efficient time management skills.
• Able to copy-edit and proofread to a high standard.
• Experience in information management and communication through social media platforms e.g. Facebook, Twitter, LinkedIn, YouTube.
• Excellent interpersonal skills, ability to collaborate and work in a team in a multicultural environment.

Desired Criteria
• Desk-top publishing skills/Adobe software or similar.
• Website management skills and ability to use Content Management Systems (e.g. Word Press or similar).
• Knowledge and understanding of Irish and international media environment.
• Some knowledge of marine sciences and environmental issues or an interest in learning about these.
Candidates invited for final interviews will be asked to complete tasks to assess their ability to carry out the type of responsibilities involved in this role to a high standard.

REMUNERATION
The salary will depend on experience and qualifications.

Conditions: Holiday entitlements are 20 working days per annum and an additional of 5 days of company holiday leave is given over the Christmas period. Internal and external training opportunities (relevant to the role) will be provided. Several extra benefits provided including pension option.

The position will require flexibility in relation to working hours as overtime may be required to meet deadlines as part of the contract. Some national and international travel may be required.