



Role: Agroforestry Project Coordinator (part-time)

Competition type: Temporary. Appointment will be on a part-time freelance basis (approximating 2 days per week) from mid-November 2021 up to end 2022.

Reporting to: Irish Agroforestry Forum (IAF) Steering Group.

Location: Drumshanbo, Co. Leitrim will be the base but the applicant may work from home, where more convenient, with periodic attendance in Drumshanbo to meet reporting duties or at the request of IAF board.

Remuneration: Commensurate with experience.

Basic functions:

- Support the planning and coordination of promotional and educational initiatives to highlight the potential of agroforestry and trees on farms on the island of Ireland.
- Support engagement and the collaboration process between the Irish Agroforestry Forum and a wide range of stakeholders and operate as part of a team with a focus on positive outreach
- Support the development of online and other communication resources that deliver positive messages on agroforestry benefits
- Support monitoring, evaluation and feedback processes

Background:

The Irish Agroforestry Forum (IAF) seeks to promote, demonstrate and encourage agroforestry uptake and implementation of best practice for farmers and landowners across the island of Ireland. The appointee will support planning and execution of targeted promotional/educational initiatives to highlight and develop the potential of agroforestry in Ireland. This will be provided in line with the IAF Strategy for Agroforestry Support in Ireland (available on application). The appointed person will liaise closely with, and be supported by, the Irish Agroforestry Forum Steering Group in the planning, delivery, evaluation and reporting of initiatives as well as building linkages with a range of stakeholders.

Duties and Responsibilities:

- Assist in promotion of agroforestry as a multifunctional land use option across the island of Ireland

- Creating a membership scheme for the IAF and managing a database of members and relevant communications.
- Communicate and build linkages with a range of stakeholders with agroforestry interests.
- Coordinate such reports as are required to fulfill the requirements of the DAFM Woodland Support Project - "Supporting agroforestry on the island of Ireland through collaborative promotional and educational approaches."
- Liaise closely with IAF members regarding agroforestry enquiries and assist in communication of timely responses.
- Support the creation and dissemination of relevant promotional material.
- Provide project management support to IAF operations, including, but not limited to, farm-walk coordination, video production, social media & website content coordination.
- Comprehensive and timely planning to support high quality events.
- Assist in data collection, collation and database development.
- Assist in the development of supporting press articles, podcasts and appropriate social media inputs.
- Participate in event evaluation and collation of stakeholder feedback.
- Managing matters of corporate governance to ensure full compliance at all levels.
- Managing incoming and outgoing payments and funds and keeping accurate records.
- Report to the IAF Steering Group on progress of activities and initiatives.
- Travel to attend event venues will be required and travel/ subsistence rate will be payable
- Perform other relevant duties as assigned from time to time.

Person specifications:

	Essential	Desirable
Qualifications & Experience	Proven track record in project coordination	Relevant qualification
Skills	Excellent task management and organisational skills	Communication / outreach experience
	Strong communication skills	
	Strong administration skills	Including familiarity with GDPR requirements
	Working both as part of a team and on own initiative	
	Attention to detail and multi-tasking	
	Computer literacy skills	Microsoft Office: Word, Excel, Powerpoint - Also Office 365. Google Docs, Sheets, Maps etc -

		Via Google Suite. Basic Photo and image editing; Zoom; copywriting; formatting. Social Media and Newsletter material preparations.
Knowledge	Knowledge of project management approaches	Knowledge of rural issues including those relating to agriculture, the environment, forestry, agroforestry and the wider bioeconomy
	Familiarity with agricultural and forestry schemes	Knowledge of agroforestry systems and forestry schemes and their fit within farming enterprises
Behavioural Competencies	Proactive approach in relation to organising, planning and implementing work packages	
	Shows innovation and flexible approach to work	
	Teamwork and leadership abilities	
	Problem solving abilities	
	Quality customer service focus	
Other	Full clean driving licence	

Note: The 'essential' qualifications, knowledge, skills and behavioural competencies outlined above are 'must-have' which will be used in the selection process.

Application Process:

Application: Please include a covering letter, a completed Curriculum Vitae (CV) and two references with contact details for references, submitted by email to: irishagroforestryforum@gmail.com

Deadline for receipt of applications: **5pm, Wednesday September 22nd, 2021.**

The Irish Agroforestry Forum is committed to equal opportunities.



An Roinn Talmhaíochta,
Bia agus Mara
Department of Agriculture,
Food and the Marine

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