



Galway Volunteer Centre

Job Specification – Community Decarbonisation Officer

Name and Address of Employer

Galway Volunteer Centre, 27 William Street West, Galway

Job Title: Community Decarbonisation Officer

Reports to: Development Manager

Main Purpose of Role:

The Community Decarbonisation Officer will facilitate and assist local Decarbonisation Committees in communities in Decarbonisation Zone areas in Galway City and County, Mayo, Sligo and Donegal to enable them participate in the Climate Connected project. The Climate Connected project seeks to build an easy to use toolkit which supports communities to take a number of steps necessary to build climate action, including developing a decarbonisation committee for the community and a decarbonisation plan for the local area. This will include supports to engage the people of the community to measure the carbon intensity of a myriad of behaviours and actions of residents' lifestyles.

Conditions of Work:

The Community Decarbonisation Officer will be required to work 18.5 hours per week. This contract term is part-time to 31st December 2025. The successful candidate will be required to serve a probationary period. Short-listing of candidates may apply. A panel may be formed from which future positions may be filled.

Key Responsibilities:

- Facilitate local Decarbonisation Committees to engage with other partners in Climate Connected project to develop, test various elements and methodologies of a Community Decarbonisation Toolkit, to create a shared vision of sustainability.
- Assist community organisations in running events in which elements of the developed toolkits are tested by the community residents

- Assist community organisation administrators in testing and evaluating the toolkits against agreed criteria
- Liaise with voluntary and community organisations and assess the number and type of volunteers they require.
- Carry out other duties as determined by the Climate Connected project
- Contribute to periodic written reports to the funder outlining progress and barriers
- Work with the Climate Connected partners to enhance the project outputs
- Assist local Decarbonisation Committees to develop and engage with local communities on issues surrounding Climate Change and decarbonisation to assist them to reduce energy usage and carbon emissions.
- Support Decarbonisation Committees to ensure engagement and participation by socially excluded members in the respective communities.
- Collaborate with other Volunteer Centres in Mayo, Sligo and Donegal to benefit from their local knowledge and networks to successfully deliver on project.
- Any other relevant duties within Connected project as assigned by the Development Manager.

Person Specification:

Essential Requirements

- Relevant qualification and/or relevant experience in the environmental and/or community and voluntary sector.
- Experience of facilitating and engaging with individuals and groups with a strong commitment to promoting inclusion and integration.
- Ability to work collaboratively with other stakeholders, such as policymakers, academia, and local organizations.
- Experience of organising group or community events
- Experience in surveying, gathering and compiling data from groups and communities
- Experience engaging groups or communities in various events or campaigns
- Relevant experience in supporting the formulation and implementation of strategies, plans, studies, and processes including stakeholder engagement
- Experience in managing projects from start to finish, including planning, organizing, and implementing tasks. They should also be able to manage project timelines, budgets, and stakeholders.
- Ability to communicate complex information in a simple and clear manner to different audiences, including community members, policymakers, and other stakeholders.
- Ability to inform, motivate and support individuals and organisations.

- Excellent IT skills and ability to work remotely as part of a large team.
- Ability and willingness to work evening time and weekends
- Commitment to diversity and equal opportunities.

Desirable Requirements

- Understanding and experience of volunteering and community engagement.
- Ability to deliver training to a diverse range of individuals and groups.
- Experience using Salesforce and/or WordPress.
- Experience in using social media as a recruitment and marketing tool.
- Fluency in both English and Irish
- Experience using Microsoft Office, Excel and PowerPoint.
- A full driving licence and access to a car for work purposes.

Salary: The salary for this post is linked to the Local Authority Grade IV salary scale, on a pro rata basis.