

## Community Liaison Coordinator

### About the Business

SmartBay Ireland supports the management and promotion of the SmartBay Marine & Renewable Energy Test Site for the trial and validation of Ocean Energy devices and marine sensors.

### About the Role

The Community Liaison Coordinator will be responsible for coordinating all community liaison and engagement related activities for the SmartBay Marine and Renewable Energy Test Site and for providing project support to the SmartBay team. The successful candidate shall facilitate communication between residents, community groups, schools, local businesses and interested parties with the view to increasing local understanding and support for the SmartBay Marine and Renewable Energy Test Site.

The position will be based within the An Spidéal/ Na Forbacha locality.

Term: 1yr initial (the contract may be extended by a further 2 years, subject to availability of funding)

### Experience and Qualifications

- A degree or equivalent experience in Community Development, or related subject.
- Previous experience in a community development / engagement / liaison role.
- Written and verbal fluency in both English and Irish.
- Understanding and experience of community social dynamics.
- Experienced networker & relationship builder
- Experience in managing digital media accounts/ updating internal or external websites
- Demonstrated project management experience desirable
- Strong, report writing and presentation skills
- Drivers licence.
- Competent in PowerPoint, Word, and Excel

### Personal Attributes

- A dynamic, flexible and confident individual looking for an exciting and challenging career in diverse environment
- Ability to communicate and engage effectively with local communities and stakeholders.
- Ability to be tactful, respectful and deal with conflict.
- Strong communication and interpersonal skills
- Effective time management and prioritisation skills
- Able to work under pressure
- Good attention to detail
- Strong customer focus and listening skills

### Remuneration and Benefits

An attractive salary package commensurate with the successful applicant's skills and experience will be offered. To apply for the above position please send your CV and cover letter to [niamh.flavin@smartbay.ie](mailto:niamh.flavin@smartbay.ie) or by post to Niamh Flavin, Project Coordinator, SmartBay Ireland, Marine Institute, Rinville, Oranmore, Galway, H91 R673. Further enquiries should be directed to Niamh Flavin Tel: 0353- 91-387544. Closing Date for Applications: 31-10-2018