



## Job Description – Communications and Marketing Officer (Contractor)

### About Natural Capital Ireland

Natural Capital Ireland (NCI) is a membership organisation made up of a range of organisations and individuals from academic, public, private and NGO sectors interested in the development and application of the natural capital approaches in Ireland. It is structured as a Company Limited by Guarantee, governed by a Board, led by a Steering Committee and administered by a Secretariat. As of 2026, we have over 1400 members.

Learn more about NCI here [Projects | Natural Capital Ireland](#)

### About the opportunity

NCI is seeking a skilled and motivated Communications and Marketing Officer to join our expanding team.

If you are an excellent communicator with a passion for creating engaging content, we encourage you to apply for this fulfilling opportunity. This is an excellent career pathway for an ambitious communication and marketing professional with a passion for positive Natural Capital approaches to impactful change.

The role will contribute to strengthening NCI's public profile, promoting Natural Capital Approaches insights and services, supporting NCI in our capacity building, and ensuring clear, consistent and engaging communications with members and other stakeholders.

The Communications and Marketing Officer is a member of the Operations Team and reports to the Coordinator.

Working closely with the Coordinator and colleagues across the organisation, the post holder will be responsible for producing high-quality content, managing digital channels, supporting campaigns and events, and helping to ensure that NCI communications reflect its values, strategic priorities and integrity within the sector.

The post-holder will also need to develop and maintain positive professional relationships with colleagues and NCI members.

Location: , Dublin, hybrid

NCI operates a hybrid working environment, with a blend of remote and in-person work. This role will also require in person work at Natural Capital related events.

Note that only candidates based in and authorized to work in Ireland will be considered.

## Role Overview

NCI is seeking to recruit a proactive and versatile independent contractor as the Communications Executive on NCI core work as well as a range of projects that NCI is involved in. The work will be varied and may include:

- Social Media management across platforms and projects
- Content creation
- Schedule posts across LinkedIn and other platforms to amplify the NCI work
- Collaborate with writing, editing and proof-reading on high quality reports, presentations, briefs and submissions
- Support with research and analysis relating to natural capital and biodiversity
- Support during webinars and seminars such as live social media messaging, facilitation and note-taking.
- Manage scheduling and inquiries related to Natural Capital opportunities
- Manage content assets

### ❖ Administration

- Liaise with NCI steering committee Working Groups and colleagues
- Prepare mid- and end of year reports for Board, with support from the Finance Officer
- Report creation /research

### ❖ Communications

- Implement external communications strategies and give progress reports
- Develop communications tools (e.g. master slide deck, infographics)
- Manage the Forum's social media presence and website, including the blog programme
- Collate, edit and distribute newsletters
- Write, design, edit and publish reports (e.g. event reports , launches etc.)

### ❖ Outreach

- Organise and aid at events/conferences set up, implementation and attendance
- Deliver presentations and workshops on request
- Engage key stakeholders
- Interest in Natural Capital is a strong plus

## About the candidate

Desired skills:

- Proficient in writing and editing
- Experience writing blogs, web content, newsletters, press releases
- Experience proof-reading copy
- Knowledge of or willingness to learn about natural capital concepts
- Knowledge of and interest in key issues relating to biodiversity and sustainability
- Excellent organisational skills
- Confident using webtools, social media, scheduling apps, SEO & Monitoring KPIs
- Proven ability to communicate technical information in a digestible format
- Design skills for creative social media posting such as Photoshop/Illustrator
- Must work well to brief and within tight time frames

The successful candidate will gain excellent experience working with a non-profit. They will have the opportunity to engage with and learn from national and international experts in the fields of natural capital, biodiversity and Nature finance.

Details of time commitment, self-employment and fees

This position is a self-employed contractor position. This contractor will provide their services from 5 days per month. Contractors have full control over how, and when they conduct their work. All contractors must provide their own equipment. Working with NCI does not preclude contractors from providing similar services to other organisations. Please see here for further details of self-employment

<https://www.revenue.ie/en/self-assessment-and-self-employment/documents/code-of-practice-on-employment-status.pdf>

Contractors set their own daily rate up to a maximum value of €300 per day (including VAT), depending on skills and experience.

## How to Apply:

Submit your application via email to [Coordinator@naturalcapitalireland.com](mailto:Coordinator@naturalcapitalireland.com)

Applicants should submit a CV, detailing relevant experience, along with a covering letter /personal statement demonstrating the following:

- Why you have applied for this position,
- The skills you would bring, and
- How you meet the requirements of this post.

Applicants will be short-listed on the basis of the information supplied. The interview will take place on Zoom initially. Applications will be reviewed on a rolling basis.