



Events Assistant – Farming For Nature

Job title: Events Assistant

Location: Remote working – computer for work will be provided.
Full clean driver's license and flexibility to travel essential.

Terms:

16 hours a week. The timing of work hours will be agreed with the Project Manager. Occasionally additional hours may be necessary for which overtime will not be paid, but time off in lieu will be granted.

Flexibility to work outside normal office hours from time to time would be useful. The Events Assistant is entitled to the equivalent of 16 days annual leave pro-rata in accordance with part-time hours plus public bank holidays.

Salary/Office:

€40,000 pro rata with T&S at civil servant rates extra.

Requirements:

This job allows the individual to work remotely from wherever they are based in Ireland. Ideally it will be for 2 days a week or 4 mornings a week. Work days must include Tuesdays and Wednesdays. Individual must have access to a suitable working environment.

This job will include traveling to assist at FFN events. This will include occasional weekend work.

The successful candidate will report directly to and be supported by the Project Manager on a weekly basis.

About us:

The Farming for Nature initiative seeks to support, encourage and inspire farmers who farm, or who wish to farm, in a way that will improve the natural health of our countryside. Our vision is that ALL farmers and landowners of Ireland are informed and supported to increase biodiversity on their land, manage their land/farm in holistic manner, provide cleaner water, build fertile soils, help mitigate against – and adapt to – climate change, and produce nutrient-dense food that will benefit their community, their economy and their environment.

Through this mission we aim to deliver the following outcomes:

- An efficient and impactful organisation
- An engaged and expanding network of FFN Ambassadors
- Improved understanding among Irish farmers on how to farm and manage land for nature
- A more informed and engaged public
- Improved outcomes for nature on Irish farms
- Broader and deeper working partnerships
- Improved policies and supports around farming for nature
- More innovative solutions to farming for nature and climate through practical research

Farming For Nature is an independent project of the registered charity Burrenbeo Trust and is funded by the Dept of Agriculture Food and the

Marine, the National Parks and Wildlife Service, and the Lifes2Good Foundation.

About the role:

The person is expected to be highly efficient and motivated, diligent, a positive communicator and able to work independently. The job is to support the delivery of the programmes of Farming For Nature and help contribute to our growing ambitions and programmes. The position is a 1-year contract to start with, subject to a 6-month probationary period. The job is to start from an agreed date in February onwards. This position is funded by the Lifes2Good Foundation

Responsibilities:

Farming, Nature and Food Festival

- Support the coordination of a farming, nature and food festival in June 2026.
- This includes supporting the coordinator in event management, logistics, operations, speaker invites, on site organisation, invoicing etc.
- This includes supporting the coordinator in database management, assisting the PR and social media, and supporting the organisation in hosting the event.
- Attendees c.500-1000

National Open Farm Family Event

- Support the coordinator in the organisation of the Inside the Gate event at the end of August.
- Support the coordinator includes database management, PR, social media and organisation the events with the network.
- Attendees c.750-1000

Other:

- Support the social media officer with outlines and programmes for each of the above.
- Connect FFN Ambassadors/speakers with the media where possible and encourage them to highlight FFN in any media engagement.
- Answer emails in professional manner.
- Represent FFN at online meetings where needed.
- Attend the quarterly online Executive Committee meetings.
- Support FFN Outreach by attending events in Ireland that require FFN to speak, showcase our work and help sell our story. Attend approximately 3 events a year depending on demand.

Candidate Requirements

Essential

- Highly proficient in all Office programmes
- Good interpersonal skills
- Excellent organisational skills
- Excellent time management skills with the ability to prioritise, plan and organise day to day activities ensuring that deadlines and objectives are achieved
- Ability to self-motivate and multitask within a demanding remote online office environment
- High standards of accuracy and attention to detail
- A team player with a positive outlook and strong work ethic
- Experience working in the farming community
- The ability to communicate well, both verbally and in writing
- Full clean driver's licence and access to own transport

Desirable

- Qualifications: degree or postgraduate level in relevant area (Event Management, Marketing, Ag Sci, Conservation, etc)
- Practical experience in a similar or related role
- Experience in large scale event management
- Interest in the organisation's mission
- Ambition and drive to help the organisation develop
- Experience in farming conservation work or similar

How to apply

Please send your CV including referees (2 pages max) and Cover Letter (1 page max) to Brigid Barry at info@farmingfornature.ie by 15th December 2025