



An Taisce
The National Trust for Ireland

ROLE: Environmental Education & Administration Officer

SALARY: €24,000 - €26,000 per annum (depending on qualifications & experience)

LOCATION: 5a Swifts Alley, Francis Street, Dublin 8

CLOSING DATE: 11th October 2019, 5pm

APPLY: Please email a copy of your CV with Cover Letter to

Anthony Purcell: apurcell@eeu.antaisce.org

PURPOSE

The Environmental Education Unit of An Taisce (EEU) is seeking an enthusiastic and motivated person to administer and deliver a range of workshops and activities to schools.

The EEU operates some of Ireland's largest and most successful environmental programmes and campaigns in partnership with different stakeholders including; public departments and agencies, private sponsors, schools and communities, with the aim of creating long term positive behaviour change among participants. Programmes include; Green-Schools, Clean Coasts, GLOBE and Neat Streets. The EEU also manages, administers and delivers SEAI's schools Energy Workshops programme on behalf of SEAI.

Participants in various programmes are typically supported with a range of training, resources, advice and guidance, through a series of workshops, events, visits, online support and correspondence. The EEU is recruiting for a dynamic individual who would enjoy the challenge of administering and delivering a range of workshops on energy, climate change and sustainability to a range of primary and secondary schools.

In addition to providing support and workshops to schools, the role will involve a significant amount of administrative work.

The post will be 32.75 hours per week, based in the Environmental Education Unit, 5a Swift's Alley, Dublin 8 and a degree of flexibility of working hours around evenings and weekends will be expected. Due to the nature of the role access to a private car and a full clean driving licence are required.

The post will be full-time for a period of 12 months, at which time the position will be reviewed in the context of funding and performance. There will be a probationary period of 3 months.

TASKS AND RESPONSIBILITIES

- Organisation and delivery of workshops, forums and training to schools and groups
- Provide ongoing correspondence, advice and guidance to programme participants
- Participate in planning and delivery of events and activities
- Promotion of workshops and events
- Engage and support schools to assist them in the development and implementation of their projects and programmes
- Undertake a series of school visits to provide local support and guidance for schools
- Assist in the development and procurement of materials and resources
- Contribution to the content of various social media platforms
- Liaise with existing programme partners and stakeholders
- Recording and assigning workshops to facilitators and partner organisations
- Undertake associated PR, marketing and media elements
- General programme administration tasks such as managing bookings and workshop delivery,
- Logistics of all equipment and resources for workshops
- Undertake any other such relevant duties as may from time to time arise and are considered appropriate

SPECIFICATIONS & REQUIREMENTS

PERSON SPECIFICATION Attributes	Requirements
Qualifications and Attainments	
3rd Level Qualification in environmental studies/science/education/research/or equivalent	Essential
Experience	
A minimum of one year's experience in a field relating to environmental education/ science/ education or sustainable development.	Desirable
Knowledge, Skills & Aptitudes	
Excellent administration skills	Essential
Working knowledge of Microsoft Office software package	Essential
Knowledge of Environmental Issues	Essential
Knowledge of Sustainable Energy management and conservation	Desirable