



ROLE: Coastal Programmes Officer - Dublin

SALARY: €30,000 per annum pro rata
(32.75 hours per week)

LOCATION: An Taisce Environmental Education Unit, Dublin 8

CLOSING DATE: 9am, 21st March 2022

APPLY: Email completed application form to cleancoasts@eeu.antaisce.org

PURPOSE

The Environmental Education Unit (EEU) of An Taisce operates the Clean Coasts Programme, Green Coast Award and Blue Flag Award in Ireland.

Clean Coasts engages communities in the protection of Ireland's beaches, seas and marine life. Clean Coasts is made up of two elements; Clean Coasts Volunteering and the Green Coast Award. Currently there are over 1,800 Clean Coasts Groups operating along the coast of Ireland. The programme promotes and facilitates coastal clean-up initiatives and marine litter surveys which result in a tangible and immediate improvement in Ireland's coastal environment. Clean Coasts organises hundreds of beach clean-ups annually mobilising thousands of volunteers, removing considerable quantities of marine litter from Ireland's beaches and waterways.

Clean Coasts has developed a suite of community engagement initiatives that has led to the expansion of the Clean Coasts programme, including; Clean Coasts Week, the Big Beach Clean weekend, Love Your Coast Photography Competition, Clean Coasts Ocean Hero Awards, Clean Coasts Road Show, #2MinuteBeachClean, Think Before You Flush, and the Clean Coasts Corporate Volunteering Programme.

The Green Coast Award is to recognise beaches of high environmental quality. The award is for beaches which have excellent water quality, but which are also prized for their natural, unspoilt environment. Applicant sites must be managed in partnership with the local community to be considered for the Green Coast Award. The programme is supported by the Department of the Housing, Local Government and Heritage.

An Taisce is the national operator of the Blue Flag award programme in Ireland. A world-renowned award trusted by millions around the globe, The Blue Flag is a programme of the Foundation for Environmental Education (FEE). In order to qualify for this prestigious award, beaches and marinas that must comply with a series of stringent environmental, educational, safety-related and access-related criteria. The Department of Housing, Local Government and Heritage, fund the Blue Flag programme in Ireland.

The EEU of An Taisce is now recruiting **Full Time Administrative Assistant** to work in the Dublin office once public health restrictions allow. The role will be varied and involve assisting the Clean Coasts core team in events, campaigns and activities in the Dublin region. The post will be full-time for an initial 12 month period with possibility to extend subject to funding. There will be a probationary period of 3 months. The post will be 32.75 hours per week, work Monday to Thursday 9:15 to 5pm and Friday 9:15 to 4pm, some flexible to work weekends and events may be required on occasion.

TASKS AND RESPONSIBILITIES

Main focus of this role is to support Clean Coasts programme in Dublin, working with the Clean Coasts Dublin Development Officer to support groups and run key events in region, alongside providing the Coastal Programmes team with administrative support, and assistance with online and in person events, and help Coastal Programmes team deliver all aspects of the Coastal Programmes as required. Some key aspects of this role include:

- Engage and support Dublin Development Officer and Clean Coasts volunteer groups in Dublin region
- Assist in administration for the Clean Coasts programme and Blue Flag Award when necessary
- Liaise with our existing partners in Local Authorities and other partners of the programme
- Assist with the organizing and facilitating of Clean Coasts events which include:
 - Clean Coasts Roadshows
 - Love Your Coast Awards
 - Big Beach Clean
 - Clean Coasts Symposium
 - Ocean Hero Awards
 - Clean Coasts Beach Cleans
 - Ocean Talks
- Reporting to Coastal Communities Manager, Coastal Awards Manager and Senior Management Team
- Assist other Projects/Programmes that An Taisce run when necessary
- Undertake any other such relevant duties as may from time to time arise and are considered appropriate.

PERSON SPECIFICATION Attributes	Attributes
Qualifications and Attainments 3rd Level Qualification in a relevant field	Essential
Experience	
Experience in a field relating to environmental education/ community engagement/ education or sustainable development.	Desirable
Knowledge, Skills & Aptitudes	
Knowledge of Environmental Issues	Essential
Knowledge of Sustainable Development	Essential
Excellent communications and interpersonal skills	Essential
Excellent facilitation skills	Essential
Excellent computer skills including database management & Web editing skills	Desirable
Ability to manage a workload within tight deadlines	Essential
Ability to work with a wide range of stakeholders including community groups, local authorities and other agencies.	Essential

Disposition	
Be a self starter	Essential
Be dependable and flexible	Essential
Be prepared to travel as part of your work	Essential
Be committed to working as part of a team	Essential
Tact and Diplomacy	Essential
Access to own transport with a clean driving licence	Essential