



ROLE:	Administrative Assistant	- Coastal Programmes
PROGRAMME:	Clean Coasts and Coastal Awards	
SALARY:	€30,000 PER ANNUM	
LENGTH OF CONTRACT:	1 year initially (possibility to extend subject to funding) 3 month probationary period.	
REPORTING TO:	Sinead McCoy, Coastal Communities Manager Ian Diamond, Coastal Awards Manager	
LOCATION:	EEU Head Office, Swifts Alley, Francis Street, Dublin 8	

**Closing date for receipt of applications is 21st March at 9am.
Please send completed application forms to blueflag@eeu.antaisce.org**

PURPOSE:

The EEU of An Taisce is the national operator of a number of highly successful environmental education and management programmes including Green-Schools, Blue Flag, National Spring Clean, Clean Coasts and The Climate Ambassador Programme.

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 organizes hundreds of beach clean-ups annually mobilizing 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.

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 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.

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 Coastal Awards team – Blue Flag Award and Green Coast Award - and Clean Coasts campaigns – particularly Think Before You Flush/Pour campaign - in all aspects of administration of the programme, including database and communication systems along with dealing with general programme queries. 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

The main focus of this role is to support the work of both Coastal Award team and Clean Coasts campaign team, particularly Think Before You Flush/Pour campaign, providing administration support and assistance as required. Some key aspects of this role include the following:

- Database administration and administration duties relating to Blue Flag and Clean Coasts campaigns.
- Handle enquiries via phone and e-mail
- Communications system administration (Mailchimp, submit.com, Sharepoint)
- Think Before You Flush/Pour campaign resource management (stock control, procurement, online)
- Assist Think Before You Flush campaign team
- Liaise with our programme partner and key stakeholders connected with Think Before You Flush campaign.
- Liaise with Local Authorities and key stakeholders connected with Blue Flag Award and Green Coast Award
- 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
<i>Qualifications and Attainments</i>	
3rd Level Qualification	Essential
Experience	
Experience in administration	Desirable
Knowledge, Skills & Aptitudes	
Knowledge of Microsoft packages	Essential
Excellent communications and interpersonal skills	Essential
Excellent administration skills	Essential
Ability to manage a workload within tight deadlines	Essential
Knowledge of website management, SQL, design, online communication platforms	Desirable
Disposition	
Be a self starter	Essential
Be dependable and flexible	Essential
Be committed to working as part of a team	Essential
Be organized and efficient	Essential
Tact and Diplomacy	Essential
Access to own transport with a clean driving licence	Desirable