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<b>ROLE:</b>	<b>Cycling Admin Officer</b>
<b>PROGRAMME:</b>	<b>GREEN-SCHOOLS TRAVEL</b>
<b>SALARY:</b>	<b>€28k- 30k per annum (depending on experience)</b>
<b>LENGTH OF CONTRACT:</b>	<b>Full time for a period of 18 months (subject to funding) 3 month probationary period.</b>
<b>REPORTING TO:</b>	<b>Jane Hackett (National Manager)</b>
<b>LOCATION:</b>	<b>Office Based, Swifts Alley, Dublin 8 (homebased until restrictions are lifted)</b>

**Closing date for receipt of applications is Friday 11<sup>th</sup> December 2020**

**PURPOSE:**

The EEU of An Taisce is the national operator of a number of highly successful environmental education and management programmes such as Green-Schools, Blue Flag, National Spring Clean, Clean Coasts and Climate Ambassador. The Green-Schools Travel programme operates on a national basis and encourages sustainable travel to school and is the largest programme operated by the EEU. The programme, which is funded by the Department of Transport, Tourism & Sport (DTTS) and supported by the National Transport Authority (NTA), has been running nationally since 2008 and in the Greater Dublin Area since 2005.

An Taisce is now recruiting 1 Full Time Cycling Administration Officer to work from the Green-Schools Head Office in Dublin 8. The post will be full-time for a period of up to 18 months from January 2021 until July 2022. This is subject to funding and there will be a probationary period of 3 months. The post will be 32.75 hours per week but a degree of flexibility of working hours around evenings and weekends will be expected.

## TASKS AND RESPONSIBILITIES

- Support the Cycling Development Officer with key tasks relating to grant allocation and administration. Including:
  - a. Cycle Training Grant Processing
    - Receive and process grant applications from schools
    - Liaise with schools regarding application status and invoice payment
    - Monitor and report on annual budget
  - b. Cycle Parking Administration
    - Assist in procurement process through E-tenders
    - Receive and assist in evaluating applications from schools
    - Liaise with schools regarding application status, installation procedure and status, and answer queries
    - Assist with monitoring and reporting on annual budget
    - Organise and report on parking evaluation
  - c. Scooter Parking Administration
    - Assist in procurement process
    - Receive and assist in evaluating applications from schools
    - Liaise with schools regarding application status, installation procedure and status, and answer queries
    - Assist with monitoring and reporting on annual budget
  - d. Organise and report on scooter and cycling parking evaluation.
  - e. Manage databases of grants and parking for schools.
  - f. Resource procurement, administration and distribution.
- Undertake any other such relevant duties as may from time to time arise and are considered appropriate.

## PERSON SPECIFICATION

Attributes	Attributes
<b>Experience</b>	
A minimum of two years experience in administration, funding, grant allocation or procurement.	Essential
<b>Knowledge, Skills &amp; Aptitudes</b>	
Understanding of e-tendering process and other procurement procedures.	Essential
Excellent communications and interpersonal skills	Essential
Ability to manage a workload within tight deadlines	Essential
Ability to work with a wide range of stakeholders including the National Transport Authority, local authorities and	Essential

other agencies.	
<b>Disposition</b>	
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