



ROLE:	TRAVEL OFFICER
PROGRAMME;	GREEN-SCHOOLS TRAVEL PROGRAMME
SALARY:	€30,000 - €33,500 PER ANNUM
LENGTH OF CONTRACT:	One year with provision for extension.
LOCATION:	Home based (S. East Region – preferably Wexford)
APPLY TO:	Jane Hackett, Green-Schools Travel Manager, jhackett@eeu.antaisce.org

Closing date for receipt of applications is 4pm on Friday 4th October 2019

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 Green Home. 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 Travel Officer** to be located in the South East Region (Wexford) and home worked. The post will be full-time for a period of twelve months October 2019, with provision for extension until 2022. 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

- Promote and develop the Green-Schools Travel Programme to a limited number of schools in the S. East region.

- Liaise with our existing partners in Local Authorities and other partners of the programme.
- Engage and support schools to assist them in the development of their travel theme.
- Organise and facilitate workshops/presentations/events based on issues associated with travel and transport for schools.
- Organise and facilitate teacher training seminars and courses.
- Visit schools throughout the school term and distribute resources.
- Update school profiles on the Green-Schools database.
- Monitor and evaluate development of the programme in schools.
- Prepare monthly progress reports.
- Carry out a number of Green-Schools Travel assessment and renewal assessment visits in your area.
- 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 environmental studies/education/research or social science.	Essential
Experience A minimum of two years experience in a field relating to environmental education/ community development/ education or sustainable development.	Desirable
Knowledge, Skills & Aptitudes	
Knowledge of Environmental Issues	Essential
Knowledge of Sustainable Development	Desirable
Excellent communications and interpersonal skills	Essential
Excellent Facilitation skills	Essential
Excellent computer skills including database management and web editing skills	Desirable
Ability to manage a workload within tight deadlines	Essential
Ability to work with a wide range of stakeholders including schools, 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
Be able to work on your own in your home environment	Essential
Tact and Diplomacy	Essential
Access to own transport with a clean driving licence	Essential

Please return the application form and any attachments by 4pm on **Friday 4th October 2019** to: **Jane Hackett, National Manager, Green-Schools Travel, An Taisce Education Unit, 5A Swifts Alley, Francis Street, Dublin 8** or jhackett@eeu.antaisce.org.