



ROLE:	Administrative Assistant
PROGRAMME:	GREEN-SCHOOLS
SALARY:	€28,000 PER ANNUM
LENGTH OF CONTRACT:	1 year initially (possibility to extend subject to funding) 3 month probationary period.
REPORTING TO:	Cathy Baxter (Green-Schools Manager)
LOCATION:	EEU Head Office, Swifts Alley, Francis Street, Dublin 8 (currently remote worked)

Closing date for receipt of applications is 21st May at 5pm

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 programme operates on a national basis and encourages a sustainable ethos in schools on a variety of environmental themes. Over 93% of Irish schools are participating in the programme.

The EEU of An Taisce is now recruiting **1 Full Time Administrative Assistant** to work from home and then work in the Dublin office once public health restrictions allow. The role will be varied and involve assisting the Green-Schools core team 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 but a degree of flexibility of working hours around evenings and weekends will be expected.

TASKS AND RESPONSIBILITIES

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- Database administration (SQL)
- Handle initial programme queries via phone and e-mail
- Communications system administration (Mailchimp, submit.com, Sharepoint)
- Online shop administration (processing orders, managing stock)
- Core programme resource management (stock control, procurement, online)
- Assist Green-Schools Core team staff
- Liaise with our existing partners in Local Authorities and other partners of the programme.
- 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	
Experience in administration	Desirable
Experience related to education, environmental education, ESD	Desirable
Knowledge, Skills & Aptitudes	
Knowledge of SQL, 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, 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