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<b>ROLE:</b>	<b>SECONDARY SCHOOLS DEVELOPMENT OFFICER</b>
<b>PROGRAMME;</b>	<b>GREEN-SCHOOLS PROGRAMME</b>
<b>SALARY:</b>	<b>€32,500 PER ANNUM</b>
<b>LENGTH OF CONTRACT:</b>	<b>Full time for a period of 2 years (subject to funding) 3 month probationary period.</b>
<b>LOCATION:</b>	<b>Dublin Region (part based in Swifts Alley, D8)</b>
<b>APPLY TO:</b>	<b>Ronan Mc Laughlin – HR Administrator rmclaughlin@eeu.antaisce.org</b>

**Closing date for receipt of applications is 4pm on Friday 17<sup>th</sup> December 2021**

**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 Secondary Schools Development Officer** to be located in the Dublin Region. The post will be full-time for a period of up to 24 months from 6<sup>th</sup> September 2021. The post will be 32.75 hours per week but a degree of flexibility of working hours around evenings and weekends will be expected.

**Key Responsibilities:**

1. Working with a limited number of secondary schools to promote active travel to school,
2. Development of secondary school specific projects, events and resources to support the Green-Schools programme at post primary level,

3. Liaise with appropriate stakeholders to determine the needs of secondary school students and teachers,

Other tasks will include:

- Liaise with schools to support an increase in walking and cycling to school as well as other sustainable modes,
- Liaise with our existing partners in Local Authorities and other partners of the programme,
- Organise and facilitate teacher training seminars and courses,
- Monitor and evaluate development of the programme in schools,
- Prepare monthly progress reports to show progress,
- 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
<b>Qualifications and Attainments</b>	
3rd Level Qualification in environmental studies/education/research or social science.	Essential
<b>Experience</b>	
A minimum of two years experience in a field relating to education, sustainability or research.	Desirable
<b>Knowledge, Skills &amp; Aptitudes</b>	
Knowledge of the Irish education system	Essential
Knowledge of Sustainable Development	Essential
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
<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
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 17th December 2021** to Ronan McLaughlin at [rmclaughlin@eeu.antaisce.org](mailto:rmclaughlin@eeu.antaisce.org)