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<b>ROLE:</b>	Programme Manager
<b>PROGRAMME:</b>	Green-Schools Travel
<b>SALARY:</b>	€50-€55k per annum based on experience.
<b>LENGTH OF CONTRACT:</b>	Full time for a period of 4 years (subject to funding) 6-month probationary period.
<b>REPORTING TO:</b>	Director, EEU An Taisce
<b>LOCATION:</b>	Homeworked/Hybrid

Closing date for receipt of applications is Friday 17<sup>th</sup> June 2022

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, Climate Ambassador and Safe Routes to School. 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 and supported by the National Transport Authority (NTA), has been operating nationally since 2008.

An Taisce is now recruiting for a **Green-Schools Travel Programme Manager**. The post will be full-time for a period of up to four years from July 2022 to July 2026. This is subject to funding and there will be a probationary period of 6 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.

Key Skills Required:

**1. Programme Management**

- Manage the delivery of the Department of Transport funded Green-Schools Travel programme.

- Manage the ongoing development of the programme to ensure it meets targets set by Government.
- Oversee budgeting of the programme up to €2million per annum.
- Oversee the delivery of infrastructure to support the programme (cycle and scooter parking) to the value of €2million+ per annum.
- Liaise with key stakeholders from the Department of Transport, National Transport Authority and Local Authorities.
- Lead a large multidisciplinary team (c.25) of Green-Schools Travel Team Leaders, Programme Officers and Admin Officers
- Undertake periodic reviews of the programme to ensure all aspects are being delivered within budget.
- Ensure the programme is properly represented in communications to stakeholders.
- Represent the programme at key events and seek opportunities to showcase the programme nationally and internationally.
- Develop and host nationwide events to engage and support schools including; Walk to School Week, Bike Week, Clean Air Week, Expos, teacher training and webinars.

## **2. Team Leadership**

- Lead, manage and motivate a large multi-disciplinary team in multiple geographic locations.
- Communicate progress, ensuring all team members take accountability for programme delivery.
- Create a culture of continuous improvement so that the programme is innovative and continues to be relevant.
- Be an active member of the senior management team within the EEU, contributing to management meetings and decision making.
- Support the wider team by regularly organising online meetings, and bi-annual face to face meetings.
- Support the Team Leaders by regularly organising online meetings and facilitating opportunities for professional development.
- Communicate, support and celebrate staff achievements.

## **3. Human Resources**

- Support the recruitment process for new staff.
- Manage the welcoming and onboarding of new staff to the team.
- Identify and provide opportunities for CPD training and professional development for staff.
- Liaise with fellow Programme Managers to identify opportunities for staff development and support.
- Conduct performance reviews and contribute to performance feedback for team members, in liaison with Team Leaders.
- Support the Senior Management Team when developing workplace policies and procedures.

#### **4. Reporting**

- Complete monthly reports for dissemination to the DOT and NTA.
- Complete an Annual Report for dissemination to the DOT and NTA.
- Provide information to key funders and partners as and when required

#### **Minimum Education/ Experience Requirements:**

- 5+ years senior level experience in consulting and delivery of behaviour change programmes.
- Relevant academic or professional qualification (at master's level or above).
- Knowledge and practical experience of programme development and delivery.
- Good time management and organisation skills.
- Enthusiasm and commitment to the subject area.
- Experience in the establishment, training and managing multi-disciplinary teams.
- Strong financial background including experience of budgeting and financial oversight and governance.
- Excellent communication skills – tailoring communications to suit a mix of audiences.
- Have a proven ability to be able to take a 'big picture' delivery and project management view as well as being able to work at a detailed level across a broad range of situations and engagement approaches.
- Be comfortable working with senior management, senior civil servants and political representatives.
- Must be legally entitled to work full time in Ireland for any employer.

#### **Why work for An Taisce EEU?**

- Opportunity to shape and direct the Green-School Travel programme.
- Opportunity to deliver real meaningful change to schools.
- Welcoming environment committed to learner and staff development.
- Vibrant multidisciplinary and multicultural learning environment.
- Innovative and agile place to work.
- Competitive salary package.
- Flexibility to include remote working
- Bike to work scheme.
- Tax saver travel scheme.
- Paid annual leave and public holidays.

#### **How to apply:**

**Please complete the accompanying application form and submit it to:**

**[mjomahony@eeu.antaisce.org](mailto:mjomahony@eeu.antaisce.org) by Friday 17<sup>th</sup> June 2022.**

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