



ROLE:	Programme Manager
PROGRAMME:	Green-Schools (Core Programme)
SALARY:	€50-€55k per annum based on experience.
LENGTH OF CONTRACT:	12 months initially with extension (subject to funding) 6 month probationary period.
REPORTING TO:	Director, EEU An Taisce
LOCATION:	Homeworked or Hybrid.

Closing date for receipt of applications is Friday 30th September 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 programme is an environmental education programme and award scheme operating nationwide.

An Taisce is now recruiting for a Programme Manager for the Green-Schools Programme (not including the Green-Schools Travel Programme). The post will be full-time for a period of 12 months initially with extension subject to funding. 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

- Oversee the delivery of the agreed thematic programmes with senior Green-Schools staff.
- Manage the ongoing development of the programme.
- Oversee budgeting of the programme.
- Liaise with key stakeholders including programme partners, sponsors, Government departments and Local Authorities.

- Lead a large multidisciplinary team who work across the programme on different themes (except Green-Schools Travel).
- 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 nationally and internationally.

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.
- Support the team by facilitating meetings, communication and opportunities for development.

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.

4. Reporting

- Work with Senior Green-Schools staff to plan, propose and report programme outputs to key stakeholders.
- Provide information to key funders and partners as and when required.

Minimum Education/ Experience Requirements:

- 5+ years senior level experience in delivery of behaviour change programmes/environmental education programmes.
- Relevant academic or professional qualification.
- Knowledge and practical experience of programme development and delivery.
- Good time management and organisation skills.
- Enthusiasm and commitment to the subject area.
- Experience in team leadership.
- Experience of budgeting and financial oversight and governance.

- Excellent communication skills – tailoring communications to suit a mix of audiences.
- Experience working with Local Authorities and Government Departments.
- Must be legally entitled to work full time in Ireland for any employer.

Why work for An Taisce EEU?

- 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 submit a current CV and letter of application outlining your key relevant skills, experience and aspirations for the role to: kmulvey@eeu.antaisce.org by Friday 30th September 2022.
