



PROGRAMME:	Safe Routes to School (SRTS) & Green Schools Travel (GST)
ROLE:	Cycle Parking and Administration Officer
SALARY:	€32.5k – €35k per annum
LENGTH OF CONTRACT:	Full-time for a period to (Jan 2024, further subject to funding) with a 3-month probationary period.
REPORTING TO:	Tracey Lydon (SRTS Programme Manager) & Ciara Norton (GST Programme Manager)
LOCATION:	Hybrid (Dublin based/Swifts Alley)

The closing date for receipt of applications is 4pm Monday 6th February

Background:

The Environmental Education Unit (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 Climate Ambassador. The Safe Routes to School programme was launched in March 2021 and focuses on the delivery of infrastructure to support active travel to school. The programme is funded by the Department of Transport and supported by the National Transport Authority (NTA).

Safe Routes to School Programme:

Safe Routes to School (SRTS) is a national programme focused on improving safety at the front of schools and facilitating active travel to schools. Further details on the programme can be found on the SRTS website: [Safe Routes to School – Green-Schools \(greenschoolsireland.org\)](https://www.greenschoolsireland.org). The programme has three aims:

1. To accelerate the delivery of walking/scooting and cycling infrastructure on key access routes to schools.
2. To provide “front of school” treatments which will enhance access to your school grounds.
3. To expand the amount of cycle and scooter parking available at schools.



Green Schools Travel:

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 (DOT) and supported by the National Transport Authority (NTA), has been running nationally since 2008 and in the Greater Dublin Area since 2005.

Recruitment:

An Taisce EEU is now recruiting **one full-time Cycle Parking and Administration Officer. The role will be split across SRTS (3 days) and GST programmes (2 days).**

The post will be full-time for a period of up to two years until January 2024. 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. This role is for a homeworker/remote worker who will be required to travel for meetings, training, events etc.

Key Tasks and Responsibilities:

- Completion of the procurement/e-tender process for cycle and scooter parking for SRTS and GST.
- Create and manage a database of school eligibility and record of parking delivered.
- Creation, distribution, and processing of cycle parking application forms (use of MailChimp or Canva benefit).
- Management of relationship with the contractor appointed to deliver parking to ensure site visits are completed, all parking is manufactured, and all parking is installed with appropriate groundworks by the set deadline.
- Primary point of contact for all school's questions/information regarding cycle and scooter parking.
- Reports to management on cycle and scooter parking.
- Administration of cycle & scooter parking budget of circa. 3 million euros.
- Review and processing of contractor invoices.
- Provide administrative support to SRTS management.
- Assist in the various functions of the SRTS team, undertaking any other relevant duties which may arise and are considered appropriate.
- Administration of the Green-Schools Travel Cycle Right budget, and grants awarded to schools annually.
- Assist with various tasks related to the Green-Schools Travel programme as necessary including but not limited to: administration support, report writing, event support, school liaison, assist with #AndSheCycles campaign.



PERSON SPECIFICATION

Attributes	Attributes
Experience	
Project/ programme administration experience including managing budgets; scheduling and sequencing of work; programme reporting.	Essential
Experience developing and managing relationships with a wide range of stakeholders.	Essential
Experience working as part of a team, carrying out administrative work, and report writing.	Essential
Experience in developing project and funding proposals	Desirable
Knowledge, Skills & Aptitudes	
Interest in active and sustainable travel.	Essential
Excellent written and verbal communication skills.	Essential
Excellent organizational and administrative skills	Essential
Disposition	
Be a self-starter	Essential
Be dependable and flexible	Essential
Be committed to working as part of a team	Essential
Be able to work on your own in your home environment	Essential
A clear understanding of the importance of confidentiality, diplomacy and tact.	Essential
Be prepared to travel as part of your work	Essential

Please submit a CV and cover letter to: kmulvey@eeu.antaisce.org by **4pm on Monday 6th February.**