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<b>ROLE:</b>	<b>TRAVEL OFFICER</b>
<b>PROGRAMME;</b>	<b>GREEN-SCHOOLS TRAVEL PROGRAMME</b>
<b>SALARY:</b>	<b>€32,500 PER ANNUM</b>
<b>LOCATIONS:</b>	<b>1. Midlands and West: Galway, Roscommon, Longford, Laois, Westmeath, Offaly, North Tipperary 2. Greater Dublin Area + Midlands</b>
<b>APPLY TO:</b>	<b>Kayleigh Mulvey at kmulvey@eeu.antaisce.org</b>

**Closing date for receipt of applications is 5pm on Wednesday, January 25th, 2023**

**PURPOSE:**

The EEU of An Taisce is the national operator of several highly successful environmental education and management programmes such as Green-Schools, Blue Flag, National Spring Clean, Clean Coasts and Climate Ambassador. 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.

An Taisce is now recruiting **for Travel Officers for the following areas:**

- **West + Midlands Region (Galway, Roscommon, Longford, Offaly, Westmeath, Laois, North Tipperary)**
- **Greater Dublin Area + Midlands**

The role will be homebased with travel to schools. The post will be full-time and is subject to funding with a probation period of six 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

- Promote and develop the Green-Schools Travel Programme to a limited number of schools in a particular location.
- Liaise with our existing partners in Local Authorities and other partners of the programme.
- Engage and support schools to assist them in the development of their travel theme.
- Organise and facilitate workshops/presentations/events based on issues associated with travel and transport for schools.
- Organise and facilitate teacher training seminars and courses.
- Visit schools throughout the school term and distribute resources.
- Update school profiles on the Green-Schools database.
- Monitor and evaluate development of the programme in schools.
- Prepare monthly progress reports.
- 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.	Desirable
<b>Experience</b> A minimum of two years experience in a field relating to environmental education/ community development/ education or sustainable development.	Desirable
<b>Knowledge, Skills &amp; Aptitudes</b>	
Knowledge of Environmental Issues	Essential
Knowledge of sustainable development/sustainable travel	Desirable
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 5pm on Thursday, January 19<sup>th</sup>, 2023 to: Kayleigh Mulvey at [kmulvey@eeu.antisce.org](mailto:kmulvey@eeu.antisce.org).