



ROLE:	Green-Schools Officer (Maternity Leave)
PROGRAMME:	GREEN-SCHOOLS (CORE)
SALARY:	€30,000 - €33 500 PER ANNUM
LENGTH OF CONTRACT:	Part-Time (3 days per week) for 6months with potential for extension
REPORTING TO:	Green-Schools Programme Manager
LOCATION:	Remote working position

Closing date for receipt of applications is 1st February 2023

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 programme operates on a national basis and encourages a sustainable ethos in schools on a variety of environmental themes. Over 93% of Irish schools are participating in the programme.

The EEU of An Taisce is now recruiting **1 Part-Time Green-Schools Officer** to work remotely. The role will involve delivery of the Global Citizenship Marine Environment theme within the Green-Schools programme. The post will be 20.25 hours per week but a degree of flexibility of working hours around evenings and weekends will be expected.

TASKS AND RESPONSIBILITIES

- Assist with the organisation, facilitation and delivery of Green-Schools online and in-person student events (including National Marine Environment Conference, Marine Week, marine workshops, secondary school events etc.)
- Assist with the administration of the National Marine Creative Writing Competition

- Review and assess Green-Schools application forms for the Green Flag award
- Carry out Green Flag renewal visits to schools where required
- Assist with theme reporting including preparation of end of year report.
- Organise and facilitate teacher training relating to the marine environment
- Organise staff training relating to the marine environment
- Create marine themed education resources for primary and secondary schools
- Liaise with Local Authorities and other partners of the programme
- Assist with general administration of the Marine Environment theme
- Undertake any other such relevant duties as may from time to time arise and are considered appropriate.

PERSON SPECIFICATION

Attributes	Attributes
Qualifications and Experience 3rd Level Qualification in environmental education/ science or a minimum of two years' experience in a field relating to one or both.	Essential
Knowledge, Skills & Aptitudes	
Knowledge of key issues relating to the marine environment	Essential
Excellent administrative and analytical skills	Essential
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
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
Tact and Diplomacy	Essential

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 and experience to: kmulvey@eeu.antaisce.org by Wednesday 1st February
