



ROLE: TRAVEL OFFICER

PROGRAMME; GREEN-SCHOOLS TRAVEL PROGRAMME

SALARY: €33,500 PER ANNUM

LOCATION: Dublin

APPLY TO: Kayleigh Mulvey at
kmulvey@eeu.antaisce.org

Closing date for receipt of applications is 5pm on Wednesday, March 22, 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 area:**

- **Dublin**

The role will be based in the Dublin office in line with our homeworking policy (currently office-based one day per week) 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
Qualifications and Attainments 3rd Level Qualification in environmental studies/education/research or social science.	Essential
Experience A minimum of two years experience in a field relating to environmental education/ community development/ education or sustainable development.	Desirable
Knowledge, Skills & Aptitudes	
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
Disposition	
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 Wednesday, March 22 to: Kayleigh Mulvey at kmulvey@eeu.antaisce.org.