



---

<b>ROLE:</b>	<b>IRISH LANGUAGE OFFICER</b>
<b>PROGRAMME;</b>	<b>GREEN-SCHOOLS PROGRAMME</b>
<b>SALARY:</b>	<b>€35,000 PER ANNUM</b>
<b>LOCATION:</b>	<b>All locations, Remote</b>
<b>APPLY TO:</b>	<b>Kayleigh Mulvey, An Taisce HR /</b> <a href="mailto:kmulvey@eeu.antaisce.org">kmulvey@eeu.antaisce.org</a>

**Closing date for receipt of applications is 5pm on Friday, December 8th, 2023.**

#### **PURPOSE:**

The Environmental Education Unit of An Taisce, the National Trust for Ireland, 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 the Climate Ambassador programme. The Green-Schools Programme operates on a national basis and is Ireland's most successful environmental management and award programme for schools. An Taisce is now recruiting **an Irish Language Officer for the Green-Schools Programme.**

#### **ABOUT:**

The purpose of this role is to ensure that Green-Schools develops and grows its Irish language communications and resources and acts as a support to all schools, including Gaelscoileanna and Gaelcholáistí.

**The role is remote working with some travel to schools where applicable or hybrid based in the Dublin office (Foster Place, Dublin 2).** 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.

#### **RESPONSIBILITIES:**

- Arrange for the procurement and management of Irish Language translation services for documents and online presence including website.
- Carry out/coordinate translations of documents and correspondence where required by various Green-Schools teams.
- Audit of Irish language written and electronic material used by Green-Schools to communicate with our stakeholders and audience.

- Identify and develop opportunities for Irish language resources throughout the Green-Schools programme
- Carry out in person and online assessment visits with schools and assist with in person events such as award ceremonies, workshops and forums.
- Undertake any other such relevant duties as may from time to time arise and are considered appropriate.

**THE IDEAL CANDIDATE:**

It is desirable that candidates demonstrate through their application and at the interview that they:

- Must have a good standard of education. A relevant third level degree is desirable but not essential.
- Must have an interest in matters related to environmental education and sustainability.
- Must have proficient competency in the use of the Irish Language in carrying out day to day duties.
- Must have a firm commitment to the promotion of the Irish Language.
- Excellent communication skills, both in Irish and English, along with proven organisational ability.
- A minimum of one year experience working in a similar organisation or other relevant body in the promotion and development of the Irish language or equivalent relevant experience would be desirable.
- Knowledge of the Official Languages Act, 2003 and Official Languages (Amendment) Act, 2021 is desirable.
- Have excellent communications and interpersonal skills and possess the ability to work with a wide range of stakeholders including schools, local authorities and other agencies
- Are dependable and flexible and committed to working as part of a wider team.

**Please apply by sending a cover letter and CV to Kayleigh Mulvey [kmulvey@eeu.antaisce.org](mailto:kmulvey@eeu.antaisce.org) before 5pm, Friday, December 8<sup>th</sup>.**