



ROLE:	Programme Manager
PROGRAMME:	Green-Schools Travel
SALARY:	€52-€55k per annum based on experience.
LENGTH OF CONTRACT:	2 years (with extension subject to funding)
REPORTING TO:	Education Unit Director
LOCATION:	Homeworked or Hybrid

Closing date for receipt of applications is 5pm Monday 5th February 2024
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An Taisce operates a number of highly successful environmental education projects and initiatives as part of its diverse portfolio. The Environmental Education Unit is the Irish national operator for all FEE programmes such as Green-Schools, Blue Flag and LEAF along with a variety of national initiatives like National Spring Clean and Clean Coasts.

An Taisce is now recruiting for a Programme Manager for the Green-Schools Travel Programme. The post will be full-time for a period of 2 years initially with extension subject to funding. This is an exciting opportunity to lead a motivated, dynamic team delivering an established successful behaviour change and education initiative.

Key Skills Required:

1. Programme Management

- Manage the delivery of the Department of Transport funded Green-Schools Travel programme.
- Manage the ongoing development of the programme to ensure it meets targets set by Government.
- Oversee budgeting of the programme.
- Oversee the delivery of infrastructure to support the programme (cycle and scooter parking)

- Liaise with key stakeholders including Department of Transport, National Transport Authority and Local Authorities.
- Lead a large multidisciplinary team of staff working all over the country.
- Undertake periodic reviews of the programme to ensure all aspects are being delivered within budget.
- Ensure the programme is properly represented in communications to stakeholders.
- Represent the programme nationally and internationally.

2. Team Leadership

- Lead, manage and motivate a large multi-disciplinary team in multiple geographic locations.
- Communicate progress, ensuring all team members take accountability for programme delivery.
- Create a culture of continuous improvement so that the programme is innovative and continues to be relevant.
- Support the team by facilitating meetings, communication and opportunities for development.

3. Human Resources

- Support the recruitment process for new staff.
- Manage the welcoming and onboarding of new staff to the team.
- Identify and provide opportunities for CPD training and professional development for staff.
- Liaise with fellow Programme Managers and Team Leads to identify opportunities for staff development and support.
- Conduct performance reviews and contribute to performance feedback for team members.

4. Reporting

- Complete monthly and annual reports for the programme funders.
- Provide information to key funders and partners as and when required.

Person Specification:	
A minimum of three years experience in delivery of behaviour change programmes/environmental education programmes.	Desirable
Relevant academic or professional qualification	Desirable
Knowledge and practical experience of programme development and delivery	Essential
Excellent time management and organization skills	Essential
Excellent communications and interpersonal skills	Essential
Enthusiasm and commitment to the subject area	Essential

Experience in team leadership	Essential
Excellent communications skills- tailoring communications to suit a mix of audiences	Essential
Experience of budgeting, financial oversight and governance	Essential
Experience working with Local Authorities and Government Departments	Essential

Please submit a current CV and letter of application outlining your relevant experience and aspirations for the role to: kmulvey@eeu.antaisce.org by 5pm on Monday 5th February 2024
