



ROLE:	Senior Administrator
PROGRAMME:	GREEN-SCHOOLS
SALARY:	€35,000 - €38,000 PER ANNUM
LENGTH OF CONTRACT:	Full-time (6 month probationary period)
REPORTING TO:	Joanne Scott (Green-Schools Manager)
LOCATION:	Hybrid role - An Taisce 5 Fosters Place, Temple Bar, Dublin 2 D02V0P9

Closing date for receipt of applications is 13th March 2024 4pm

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 Full-Time Senior Administrator** to work on a hybrid basis from the Dublin Office. The role will be varied and involve assisting the Green-Schools core team in all aspects of administration of the programme, including database and communication systems along with dealing with general programme queries. The post will be full-time with a 6 month probationary period. 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

- Oversee administration of Green-Schools programme including database and communication platforms, stock, purchasing and school communications

- Assist with the delivery of other GS programme core tasks where necessary - Awards, renewal assessments, green flag application processing, seminars and other events.
- Handle initial programme queries via phone and e-mail
- Online shop administration (processing orders, managing stock)
- Coordinate reporting and communication to Local Authority and other Green-School partners on an ongoing basis annually
- Provide support to Green-Schools Manager on general programme operations.
- Assist Green-Schools Core team staff where necessary.
- You will be required to be flexible in this position and must be prepared to undertake such other duties as may be assigned to you by the company from time to time.

PERSON SPECIFICATION

Attributes	Attributes
Qualifications and Attainments	
3rd Level Qualification in business admin/ environmental studies or a minimum of two years' relevant experience in an administration role.	Essential
Knowledge, Skills & Aptitudes	
Knowledge of SQL, Microsoft packages	Essential
Excellent communications and interpersonal skills	Essential
Excellent administration skills	Essential
Ability to manage a workload within tight deadlines	Essential
Knowledge of website management, design, online communication platforms	Desirable
Event management	Desirable
Disposition	
Be a self starter	Essential
Be dependable and flexible	Essential
Be committed to working as part of a team	Essential
Be organized and efficient	Essential
Tact and Diplomacy	Essential

How to apply:

Please submit a current CV and letter of application outlining your key relevant skills and experience to: jscott@eeu.antisce.org by Wednesday 13th March