



ROLE:	Senior Theme Coordinator- Energy
PROGRAMME:	GREEN-SCHOOLS
SALARY:	€39,000 - €42,000 PER ANNUM (depending on experience)
LENGTH OF CONTRACT:	3 years (potential to extend subject to funding) (6 month probationary period)
REPORTING TO:	Joanne Scott (Green-Schools Manager)
LOCATION:	Remote working position or Hybrid (based in Dublin office)
HOURS:	Fulltime, Monday-Friday (32.75 hours a week)

**Send a CV and cover letter outlining your relevant experience to Joanne
jscott@eeu.antaisce.org
Closing date for receipt of applications is by 5pm Friday 18th October**

About:

The Green-Schools team is now recruiting a **Senior Theme Coordinator -Energy**. The position will be a 3 year contract with potential to extend subject to funding. (six months probationary period).

The suitable candidate can either be hybrid (based in Dublin office) or fully remote working within the republic of Ireland. You will be required to work 32.75 hours per week but a degree of flexibility of working hours around evenings and weekends will be expected.

Tasks and Responsibilities:

- Coordinate delivery of the Energy theme to a specific number of schools participating in the programme including- Energy Workshops, Energy Week, Energy School of the year awards etc.

- Coordinate Green-Schools and other An Taisce staff to deliver a suite of Energy theme events
- Complete an end of year report and funding proposals to energy theme sponsors with the supervision of the Green-Schools Manager
- Assist with the delivery of other GS programme core tasks where necessary - Awards, Seminars, teacher training, renewal assessments, green flag application processing.
- Liaise with GS Manager and the key sponsor on the energy theme development.
- Budget management for the theme with the supervision of GS manager.
- Monitor and evaluate the development of the energy theme, including assistance in the development of the wider Green-Schools programme.
- Work closely with the theme coordinators on the Green-Schools Core team and report to the Green-Schools Manager in relation to all aspects of the energy theme.
- Networking among relevant organisations nationally/internationally to increase the profile of the Green-Schools energy theme.
- Undertake any other such relevant duties as may from time to time arise and are considered appropriate to the role.

PERSON SPECIFICATION

Attributes	Attributes
<p>Qualifications and Experience 3rd Level Qualification in environmental studies/education/research or social science or other relevant discipline or A minimum of four years' experience in a field relating to environmental education/ energy/community development/ or sustainable development.</p>	Essential
<p>Knowledge, Skills & Aptitudes</p>	
Knowledge of key issues relating to energy nationally and internationally , climate crisis, sustainable development and education for sustainable development	Essential
Excellent communications, interpersonal and leadership skills	Essential
Excellent facilitation and teamwork 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
Event management	Essential
<p>Disposition</p>	
Be a self starter	Essential
Be dependable and flexible	Essential
Be approachable, open and an active listener	Essential
Have problem solving, organisational and delegation skills	Essential
Be committed to working as part of a wider team	Essential