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<b>PROGRAMME:</b>	Green Schools Travel (GST)
<b>ROLE:</b>	Team Leader, Dublin/Greater Dublin.
<b>SALARY:</b>	€39k – €41k per annum
<b>REPORTING TO:</b>	Allison Phillips (GST Programme Manager)
<b>LOCATION:</b>	Dublin/Greater Dublin

The closing date for receipt of applications is 5pm, Monday, 27<sup>th</sup> January 2025

**About:**

The Green-Schools Travel Team is now recruiting a Team Lead for Dublin. This is subject to funding and there will be a probationary period of 6 months.

The role will be based in the Dublin Office in line with our office/remote working policy the successful candidate would be employed on a Hybrid contract & would be required to work from the office 1 day per week. Travel for meetings and events nationwide to be expected. 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 & Responsibilities:**

- Supervise and support members of Dublin/Greater Dublin Team
- Work closely with the Team Leaders throughout the country and report to the Green-Schools Travel manager in relation to all aspects of the programme for your region
- Motivate and inspire team members to fulfil their roles and engage with the wider team to further the goals of the Green-Schools Programme
- Promote and develop the Green-Schools Travel Programme to a limited number of schools in a designated area (if applicable).
- Organise the following events:
  - Regional staff meetings on a regular basis and provide feedback/minutes to programme manager.
  - Workshops/presentations/events based on issues associated with travel and transport for schools.



- Teacher training seminars and courses.
- Green Flag Awards in conjunction with Green-Schools Core.
- Other events where applicable.
- Liaise with our existing partners in Local Authorities and other partners of the programme
- Monitor and evaluate development of the programme in team and schools
- Prepare monthly schools progress reports
- Carry out Green-Schools assessment and renewal assessment visits in your area, where applicable
- Undertake any other such relevant duties as may from time to time arise and are considered appropriate to the Team Leader role

### Person Specification

Qualifications and Attainments	Attributes
3rd Level Qualification in environmental studies/education/research or social science or other relevant discipline	Essential
<b>Experience</b>	
A minimum of four years' experience in a field relating to environmental education/ community development/ transport planning/education or sustainable development.	Essential
A minimum of two years' experience working in a supervisory capacity.	Desirable
<b>Knowledge, Skills &amp; Aptitudes</b>	
Knowledge of key issues relating to school travel	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
<b>Disposition</b>	



Be a self-starter	Essential
Be dependable and flexible	Essential
Be approachable, open and an active listener	Essential
Be committed to working as part of a wider team	Essential
Have problem solving, organisational and delegation skills.	Essential

**Application Process:**

Please send a cover letter and CV to HR Officer Kayleigh Mulvey at [kmulvey@eeu.antisce.org](mailto:kmulvey@eeu.antisce.org) before 5pm, Monday 27<sup>th</sup> January 2025.