



An Taisce

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<b>ROLE:</b>	<b>Senior Theme Coordinator – Global Citizenship Marine Environment (Maternity Cover)</b>
<b>PROGRAMME:</b>	<b>GREEN-SCHOOLS</b>
<b>SALARY:</b>	<b>€39,000 - €42,000 PER ANNUM (depending on experience)</b>
<b>LENGTH OF CONTRACT:</b>	<b>Full-time temporary contract from March 2026 to December 2026 (with possibility of extension).</b>
<b>HOURS:</b>	<b>32.75 hours per week</b>
<b>REPORTING TO:</b>	<b>Joanne Scott (Green-Schools Manager)</b>
<b>LOCATION:</b>	<b>Hybrid (Based in Dublin office) or Fully Remote working (1 day per month in Dublin office required)</b>

**Send a CV and cover letter outlining your relevant experience to Joanne Scott [careers@antaisce.org](mailto:careers@antaisce.org)**

**Closing date for receipt of applications is Friday 23<sup>rd</sup> January, 2026**

#### **Who we are:**

An Taisce – the National Trust for Ireland operates a number of highly successful environmental education projects and initiatives as part of its diverse portfolio. We support and facilitate behaviour change and best practice environmental action, with over 100 highly skilled and dedicated staff working with approximately 1.4 million students, teachers, ambassadors, volunteers and community groups, annually across Ireland, for over 30 years.

The **Green-Schools Programme** is an internationally recognised environmental management education programme and awards scheme for schools, promoting whole-school, long-term action for the environment.

#### **Global Citizenship Marine Environment:**

The Global Citizenship Marine Environment theme, is the eighth sustainability theme of the Green-Schools programme. Schools working on this theme learn about the importance of the ocean and coastal environments, and in particular the impacts of

marine litter on these extremely important ecosystems. Schools take action to reduce single use plastics and sources of marine litter in their school community, as well as learning about other issues affecting the marine environment, the importance of protecting marine habitats and biodiversity, and more.

### **About the role:**

The Green-Schools Core team is now recruiting for **Maternity Leave Cover** for the role of **Senior Theme Coordinator - Global Citizenship Marine Environment**. The position will be a full-time, temporary contract from March 2026 – December 2026. There may be the possibility of extension.

The suitable candidate can either be hybrid (based in Dublin office) or remote working with one day a month in the Dublin office required, this might increase during busy times. 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. You will be required to travel to a number of workshops and events throughout the year, regionally and nationally.

### **Tasks and Responsibilities:**

- Supervise and support members of the Marine Environment team (2-3 officers). Coordinate weekly team meetings and quarterly one-to-one check ins. Review timesheets and leave requests.
- Coordinate delivery of the Marine Environment theme to a specific number of schools participating in the programme including – Marine Environment teacher training seminars, Marine Workshops, National Marine Creative Writing Competition, Marine Spatial Planning Poster and Photography Competitions, Marine Week, National Marine Environment Conference, Marine Film Club, the Seakeepers Project, Marine Ambassador programme, Marine Environment Awards. Coordinate the development of relevant teaching resources for primary and secondary school teachers and any additional marine events and resources as required.
- Travel to, and facilitate Marine theme workshops and events regionally and nationally, as required.
- Coordinate the processing of applications for the Green Flag award for the Global Citizenship Marine Environment theme.
- Coordinate Green-Schools and other An Taisce staff to deliver a suite of Marine Environment theme events.
- Coordinate ordering, storage and distribution of physical resources and stock for the theme activities, as required.
- Liaise with the Communications Team to promote the Marine Environment theme's events, competitions and achievements throughout the year.

- Liaise with the Green-Schools Irish Language Officer to further develop the Marine theme's Irish language offerings.
- Write the end of year report and funding proposals to Department of Climate, Energy and the Environment, with the supervision of the Green-Schools Manager.
- Assist with the delivery of other Green-Schools programme core tasks where necessary - awards, seminars, teacher training, renewal assessments, Green Flag application processing.
- Liaise with the Green-Schools Manager and the Department sponsors on theme development.
- Manage and track the annual budget and expenditure for the Marine Environment theme, with support from the Green-Schools Manager. Approve expenses and Purchase Order requests as appropriate.
- Monitor and evaluate the development of the Marine Environment theme, including assisting 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 Marine Environment theme.
- Networking among relevant organisations nationally/internationally to increase the profile of the Green-Schools Marine Environment theme.
- Undertake any other such relevant duties as may from time to time arise and are considered appropriate to the Senior Theme Coordinator – Global Citizenship Marine Environment role.

#### PERSON SPECIFICATION:

Attributes	Attributes
<p><b>Qualifications and Experience</b></p> <p>3rd Level Qualification in environmental studies/education/research or social science or other relevant discipline <b>or</b></p> <p>A minimum of four years' experience in a field relating to environmental education/ community development/ education or sustainable development.</p>	Essential
A minimum of two years' experience working in a supervisory capacity.	Desirable
Qualification or experience specific to marine biology, oceanography or marine conservation	Desirable
<b>Knowledge, Skills &amp; Aptitudes</b>	
Knowledge of key issues relating to the marine environment nationally and internationally, climate and	Essential

biodiversity loss crises, sustainable development and education for sustainable development	
Excellent communications, interpersonal and leadership skills	Essential
Excellent facilitation and teamwork skills	Essential
Excellent time management and 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
Experience in event management	Essential
Excellent attention to detail	Essential
Experience in environmental education, or working with young people and schools	Desirable
Experience in budget management	Desirable
<b>Disposition</b>	
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
Genuine enthusiasm for environmental conservation, environmental education and protecting marine ecosystems	Essential
Tact and diplomacy	Essential
Be prepared to travel as part of your work	Essential

The deadline for applications is Friday, 23<sup>rd</sup> January, 2026. Interviews are likely to take place on the 4<sup>th</sup> and 5<sup>th</sup> February.