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<b>ROLE:</b>	<b>Travel Officer</b>
<b>PROGRAMME:</b>	<b>Green-Schools Travel</b>
<b>CONTRACT:</b>	<b>Full Time (with 6-month probation)</b>
<b>SALARY:</b>	<b>€33,500 – €36,000 per annum</b>
<b>LOCATION:</b>	<b>Multiple Locations/areas (hybrid)</b> <ul style="list-style-type: none"><li><b>Locations in or near any of the following locations: Athlone, Mullingar, or Mallow</b></li></ul>
<b>APPLY:</b>	<b>Please submit a letter of interest and CV to <a href="mailto:careers@antaisce.org">careers@antaisce.org</a></b>

**Closing date for receipt of applications is 9am Monday, 2<sup>nd</sup> of March**

**PURPOSE:**

An Taisce is the national operator of several leading environmental education and management programmes, including Green-Schools, Blue Flag, National Spring Clean, Clean Coasts, and Climate Ambassador. The Green-Schools Travel programme focuses on the Travel theme within the broader Green-Schools framework and operates nationally to encourage sustainable, active travel in school communities.

Funded by the Department of Transport (DOT) and supported by the National Transport Authority (NTA), the programme has run across Ireland since 2008 and in the Greater Dublin Area since 2005. Travel Officers working on the Travel theme are based in approximately 25 strategic locations across the country, supporting schools as they encourage students and parents to choose walking, wheeling, cycling, scooting, public transport, park 'n' stride, or carpooling instead of relying on the private car for the school run.

Green-Schools Travel facilitates behaviour change and a shift toward sustainable modes by offering a wide range of in-person educational, awareness-raising, and skills-based workshops. The programme also provides students with meaningful experiences, opportunities for participation, recognition, and representation. In addition, Travel Officers guide and support schools in collaborating with local stakeholders, empowering students and school communities to become active citizens and advocate for sustainable and active travel solutions.

An Taisce is now recruiting for one Travel Officer in one of the following possible area(s):

- **Athlone, Mullingar, or Mallow**

The role will be based in the above areas and is a Hybrid style arrangement in line with our homeworking policy, the role includes travel to schools. The post will be full time 32.75hrs per week and is subject to funding with a probation period of six months. A degree of flexibility in working hours is required, including occasional early mornings and late evenings.

#### **TASKS AND RESPONSIBILITIES**

- Promote and support the Green-Schools Travel Programme to a limited number of schools in a particular location.
- Engage and support schools to assist them in the development of their Travel theme.
- Organise and facilitate workshops/presentations/events based on issues associated with travel and transport for schools.
- Visit schools throughout the school term.
- Facilitate teacher training seminars and courses.
- Update school profiles on the Green-Schools database.
- Monitor and evaluate development of the programme in schools.
- Liaise with our existing partners in Local Authorities and other partners of the programme.
- Prepare monthly progress reports and feed in to quarterly and annual programme reports.
- Carry out Green-Schools Travel renewal assessment visits in your area.
- Undertake any other such relevant duties as may from time to time arise and are considered appropriate.

#### **PERSON SPECIFICATION**

Attributes	Attributes
<b>Qualifications</b>	
3rd Level Qualification in environmental studies/ education/ active travel/ social science.	Desirable
<b>Experience</b>	

A minimum of two years experience in a field relating to environmental education/ community development/ sustainable development/non-formal education/teaching.	Desirable
Experience working with children and young people (either in a professional setting or voluntary basis)	Essential
<b>Knowledge, Skills &amp; Aptitudes</b>	
Excellent communications and interpersonal skills	Essential
Excellent Facilitation skills (including facilitation of workshops, activities, events, etc.)	Essential
Computer skills including Microsoft Suite (Word, Excel, etc.)	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
Knowledge of Sustainable and Active Travel and Environmental issues	Desirable
Knowledge of the Irish education system	Desirable
Report writing skills	Desirable
Project management skills	Desirable
<b>Disposition</b>	
Be a self starter	Essential
Be dependable and flexible	Essential
Be prepared to travel as part of your work	Essential
Be committed to working as part of a team	Essential
Be able to work on your own in your home environment	Essential
Tact and Diplomacy	Essential
Access to own transport with a clean driving licence	Essential

### **Reasonable Accommodations/Adjustments -**

***Employment Equality Act 1998 and 2004 & Disability Act 2005***

If you are applying for a job in the An Taisce, you will be asked if you require a Reasonable Accommodation to support your participation in the recruitment and selection process. Please give details of any Reasonable Accommodations you may need in your application.

If you are successful in the recruitment and selection process and offered a role, it would be helpful if you could share relevant information about any potential Reasonable Accommodation requirements needed to complete the functions of your new role, please detail this in your application.