



## Opportunities at ECO-UNESCO

Do you want to work in a *challenging environment*? Are you *energetic, enthusiastic and motivated*? Are you *passionate about the environment and working with young people*?

If the answers are yes then a job with ECO-UNESCO could be the one for you!

### About ECO-UNESCO

ECO-UNESCO is Ireland's environmental education and youth organisation affiliated to the World Federation of UNESCO Clubs, Centres and Associations. ECO-UNESCO works to conserve the environment and empower young people. We work with over 10,000 young people annually all across Ireland and deliver a wide range of youth, education and training programmes.

ECO-UNESCO's *Youth for Sustainable Development Programme – Global Youth Leaders for Change* is an education for sustainable development/ development education programme. In 2017 – 2018 as part of the programme, ECO-UNESCO is developing the Youth for Sustainable Development Leadership programme as a pilot programme, with funding from the Environmental Protection Agency, to run as part of the Youth for Sustainable Development programme.

<b>Job Title:</b>	<b>Youth for Sustainable Development Leadership Programme Officer</b>
<b>Job purpose:</b>	<p>The <b>Youth for Sustainable Development Leadership Programme Officer</b> will work as part of the Youth for Sustainable Development (YSD) programme and the YSD team and report to the YSD Programme Coordinator.</p> <p>The programme will build upon the successful Youth for Sustainable Development; Global Youth Leaders for Change programme (YSD); it will involve adapting and delivering the YSD programme as a pilot in selected communities across Ireland, and will involve rolling out an integrated programme comprising a module for delivery in secondary schools. It will also see the roll out of the after-schools YSD youth programme for young people in locations outside of the successful YSD programme in Dublin. The programme will build the capacity of young people to develop knowledge on sustainable development and the SDGs, develop leadership and peer education skills; awareness of local political systems and decision making and encourage them to take action locally.</p>
<b>Key responsibilities:</b>	<p><b>The Youth for Sustainable Development Leadership programme coordinator will:</b></p> <ul style="list-style-type: none"> <li>• Working with YSD Programme Coordinator - work on all elements of the <b>Youth for Sustainable Development – Global Youth Leaders for Change Leadership Pilot Programme</b> including: <ul style="list-style-type: none"> <li><i>Project Coordination;</i></li> <li><i>Adapting the Youth for Sustainable Development programme into an integrated schools and out of schools programme to include the development of a module for delivery to young people in schools (TY; CSPE etc.) and delivering the YSD after schools youth programme;</i></li> <li><i>Producing associated materials and resources;</i></li> <li><i>Recruiting schools and delivering the YSD Module;</i></li> <li><i>Recruiting, training, and managing volunteers;</i></li> <li><i>Carrying out ongoing Monitoring and Evaluation;</i></li> <li><i>Producing reports;</i></li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• During the Pilot, in conjunction with the Director and YSD Coordinator, develop a long-term plan (implementation and funding) for the programme to include sourcing of ongoing sustainable funding for a larger roll out of the programme once the pilot has been complete.</li> <li>• Assist in the organisation of related events including: workshops and other events.</li> <li>• Research and write materials as needed.</li> <li>• Develop and deliver identified outreach workshops.</li> </ul> <p><b>Promotion:</b></p> <ul style="list-style-type: none"> <li>• Promote ECO-UNESCO's YSD programme through talks and presentations.</li> </ul> <p><b>Fundraising &amp; Grant Writing</b></p> <ul style="list-style-type: none"> <li>• Assist with funding and reporting.</li> <li>• Assist YSD Programme Coordinator and fundraising team in identifying additional funding opportunities for ECO-UNESCO's YSD and development education programme and support ECO-UNESCO's response to these.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Updating all participant information in Salesforce.</li> <li>• Writing/completing reports on a regular basis.</li> <li>• Undertaking any other such relevant duties as directed.</li> <li>• Assisting in any other areas of ECO-UNESCO work.</li> <li>• As requested representing ECO-UNESCO on relevant ESD and DE bodies.</li> </ul> <p><i>This role description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and can be amended. ECO-UNESCO reserves the right to reassign staff as appropriate and necessary.</i></p>
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<b>Equal Opportunities:</b>	ECO-UNESCO has an Equal Opportunities policy and all employees are expected to develop an understanding of and commitment to equal opportunities.
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<b>Location of post:</b>	ECO-UNESCO's office is based at 9 Burgh Quay, Dublin 2. This position will require travel around the country as it will support our regional work. <b>A Full Clean Driving Licence is essential.</b>
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<b>Time commitment</b>	Full-time - 35 hours per week Flexibility required. <b>Ability to work evenings and weekends essential.</b> <b>Contract</b> – initial 10 month contract which may be extended subject to funding.
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**Personal Specification**

**Qualifications**

**A relevant third level qualification in sustainable development/ education/ geography/ youth or a related field** **Essential**

**Experience**

At least 2 years' experience working in a field related to *education for sustainable development, environmental education, development education, youth work.* **Essential**

Experience in developing and delivering youth, education and training programmes **Essential**

Experience working at a local and regional level in youth work or related areas in Ireland **Essential**

Experience and a passion for working with young people **Essential**

Experience working with and managing volunteers **Essential**

Experience in formal and non-formal education **Essential**

Experience of liaising with a wide range of agencies related to education and youth work. **Desirable**

**Knowledge and Skills**

Knowledge of the youth work sector and education sector in Ireland **Desirable**

Knowledge of education for sustainable development/ environmental education/ DE in Ireland. **Essential**

Knowledge of international development issues including the sustainable development goals, climate justice, food security, etc. **Essential**

Excellent organisational and time management skills **Essential**

Excellent communications and interpersonal skills **Essential**

Excellent writing skills	Essential
Excellent computer skills	Desirable
Proven ability to work to tight deadlines and under pressure	Essential
Ability to manage a complex workload	Essential
Working knowledge of Salesforce	Desirable
<b>Full Clean Driving Licence</b>	<b>Essential</b>

**Disposition**

Be a self starter with a positive, can do attitude at all times	Essential
Be dependable and flexible	Essential
Be committed to working as part of a team with a commitment to the values and principles of ECO-UNESCO	Essential
Be able to take direction	Essential

<b>Closing Date of application:</b>	Interested candidates should complete an Application form (below) and send a copy by email to: <a href="mailto:admin@ecounesco.ie">admin@ecounesco.ie</a> ; and please cc Elaine Nevin, at <a href="mailto:director@ecounesco.ie">director@ecounesco.ie</a> . please mark in subject line <b>Employment Opportunities –YSD Pilot Programme Officer.</b>  Applications can be returned by post to: ECO-UNESCO 9 Burgh Quay Dublin 2  <b>Closing date: 5pm, 23<sup>rd</sup> November 2017</b>  <b>Start Date: We are looking for someone to start immediately</b>	
<b>Remuneration</b>	Starting salary (depending on experience)	
<b>Please note:</b>	Applicants may be placed on a panel for positions that may arise in the future.	

**ECO-UNESCO**  
**APPLICATION FOR EMPLOYMENT**



Please complete all sections of the form. No application will be accepted without a completed form.

<b>Post applied for:</b>	
<b>Where did you see the post advertised?</b>	

PERSONAL DETAILS	
<b>Title</b>	
<b>Surname</b>	
<b>Forename(s)</b>	
<b>Address</b>	
<b>Work tel. no.</b>	
<b>Home tel. no.</b>	
<b>Mobile tel. no.</b>	
<b>E-mail</b>	

PRESENT OR LAST POST	
<b>Post</b>	
<b>Employer</b>	
<b>Date from/to</b>	
<b>Summary of responsibilities</b>	

PREVIOUS POSTS				
Employer	From	To	Post	Summary of Responsibilities


EDUCATION AND QUALIFICATIONS			
School / college / university...	From	To	Qualifications

LANGUAGE SKILLS					
		Fluent	Moderate	Learning	None
ENGLISH	Speaking				
	Writing				
IRISH	Speaking				
	Writing				
Other languages, or comments:					

OTHER RELEVANT EXPERIENCE	
Youth work and/or educational experience	
Facilitation and Training experience	
Voluntary Experience	
Skills and Experience in Information Technology	
Professional courses/training attended	
Relevant interests	

**Details on how your skills and experience meet the requirements of the post as set out in the Job Description.**

A relevant third level qualification in sustainable development/ education/ geography/ youth/ social science or a related field

Yes  No  
Please provide details:

**Experience**

At least 2 years' experience working in a field related to education for sustainable development, development education, youth work.

Yes  No  
Please provide details

Experience in developing and delivering youth and training programmes and working directly with young people.

Yes  No  
Please provide details

Experience working at a local and regional level in youth work or related areas in Ireland  
Experience in formal and non-formal education

Yes  No  
Please provide details

Experience working with and managing volunteers

Yes  No  
Please provide details

Experience in and a passion for working with young people

Yes  No  
Please provide details

Experience of liaising with a wide range of agencies related to youth work and education.

Yes  No  
Please provide details

**Knowledge and Skills**

Knowledge of education for sustainable development/environmental education/ development education in Ireland

Yes  No  
Please provide details

Knowledge of international development issues including the Sustainable Development Goals

Yes  No  
Please provide details

*Knowledge of the youth work sector and education sector in Ireland*

Yes  No  
Please provide details

Proven ability to work to tight deadlines and under pressure and manage a complex workload

Yes  No  
Please provide details

*Excellent organisational and time management skills*

Yes  No  
Please provide details

Excellent communications and interpersonal skills

Yes  No  
Please provide details

*Proven ability to work to tight deadlines and under pressure*

Yes  No  
Please provide details

*Full Clean Driving Licence Essential*

Yes  No  
Please provide details

**STATEMENT IN SUPPORT OF YOUR APPLICATION**  
Please outline your motivations for wanting this post.

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**ADDITIONAL QUESTIONS**

**If successful, what is the earliest date that you could start the job?**

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**Do you have any special need or disability which might affect your ability to carry out the tasks required by the post?**

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**REFEREES**

*Please provide details of two referees, including your present or most recent employer. We will not contact your referees until we have informed you and received consent.*

	<b>Name</b>	
	<b>Position</b>	

1	Address	
	Tel. No.	
	E-mail	

2	Name	
	Position	
	Address	
	Tel. No.	
	E-mail	

<b>DRIVING ABILITY</b>
<p>Do you hold a full, clean current Driving License? Yes/No  Please note: for this position – A Full Clean Driving License is essential</p>

<b>DECLARATION</b>	
<p>I declare that the statements made by me in this application are true and that the accuracy thereof shall be a condition of any contract of employment offered to me by ECO-UNESCO:</p>	
Signature of Applicant	
Date	

Please e-mail your completed form to [admin@ecounesco.ie](mailto:admin@ecounesco.ie) and cc' Elaine Nevin at [director@ecounesco.ie](mailto:director@ecounesco.ie) – please mark **Employment Applications –Outreach** in the subject line by **23<sup>rd</sup> November 2017**

Please return by post to:

**Employment Applications  
ECO-UNESCO  
9 Burgh Quay  
Dublin 2  
Ireland**