



Opportunities at ECO-UNESCO

Operations and Development Manager

Contract: Fixed-term position for 2 years

Reporting to: The National Director of ECO-UNESCO

Salary: Will depend on experience (scale €50,000–55,000)

Location: Dublin

This is a great opportunity to join an organisation that is making a real difference to the lives of young people and the environment. If you have a passion for youth development, are enthusiastic, motivated with great people management and organisation skills then we would love to hear from you.

About ECO-UNESCO

ECO-UNESCO is Ireland's environmental education, training and youth organisation and a Key Strategic Partner of UNESCO for its Global Action Programme in Education for Sustainability. Through the provision of a wide range of environmental programmes and services, ECO-UNESCO delivers a wide range of youth, education and training programmes across Ireland to promote the personal development of young people through practical environmental projects. Working with over 10,000 young people annually we seek to raise awareness of environmental issues.

The Role:

The role offers an exciting opportunity to work in a growing environmental youth organisation. As Operations and Development Manager you will join and lead the team providing critical services and supports to the National Director. As a Manager you will ensure the efficient and effective management of the organisation and the delivery of services ensuring high standards. As a leader you will provide motivation, support and challenge to the team to ensure the objectives of ECO-UNESCO are met and your team reaches their potential. As Development Manager you will identify and develop opportunities for funding to achieve the organisations strategic goals.

ECO-UNESCO seeks to employ an **Operations & Development Manager (f/t)** to assist the organisations development and growth.

Main duties and responsibilities:

- Lead all aspects of the operations to ensure an efficient and effective organisation including systems, financial and facilities.
- Working with the National Director to grow the reach of ECO-UNESCO programmes, and identifying and submitting funding proposals to deadlines.
- Implement the organisation's Work Plan in relation to programmes and services to ensure the growth of ECO-UNESCO's range of youth environmental education programmes, including staffing, scheduling, monitoring and reporting.
- Provide ongoing motivation, support and coaching to members of Operations and Programmes

Team, implementing HR policies, setting work plans and reviewing progress to drive great performance and development of the team.

- Support the National Director and the Board of Directors in achieving ECO-UNESCO strategic objectives.
- Help promote and increase the awareness of ECO-UNESCO's programme to stakeholders.
- Managing ECO-UNESCO's Quality Assurance.

Core Competencies:

- Planning and Organising and deadline-oriented
- Leadership
- Team Work
- Critical Thinking and Problem Solving
- Data analysis and decision making
- Interpersonal and relationship building
- Communication

Essential (E)

Desirable (D)

Qualifications and Experience:

- At least 4 years' experience in a similar position and a proven track record of managing projects and people effectively. (E)
- A relevant third level qualification. (E)
- Very good financial and analytical understanding. (E)
- Familiarity with youth, education; formal and non-formal education, community and voluntary sectors. (E)

Closing Date of application: 5pm, 13th December 2017

Remuneration Starting Salary commensurate with experience (Salary Range €50,000-€55,000).

Please send a copy of a **completed Application Form (below) with a Cover Letter to:**

Email: admin@ecouneso.ie (cc director@ecounesco.ie)

Please mark in subject line **Employment Opportunities - Operations Manager (Private and Confidential)**

Post:

Employment Opportunities

Operations Manager

ECO-UNESCO

9 Burgh Quay

Dublin 2

Ireland

This position is funded through the Special Scheme for National Organisations from the Department of Housing, Community and Local Government.

ECO-UNESCO
APPLICATION FOR EMPLOYMENT



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

Post applied for:	Operations & Development Manager
Where did you see the post advertised?	

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

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

PREVIOUS POSTS				
Employer	From	To	Post	Summary of Responsibilities

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EDUCATION AND QUALIFICATIONS

School / college / university...	From	To	Qualifications

LANGUAGE SKILLS

		Fluent	Moderate	Learning	None
ENGLISH	Speaking				
	Writing				
IRISH (optional)	Speaking				
	Writing				

Other languages, or comments:

OTHER RELEVANT EXPERIENCE

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

ADDITIONAL QUESTIONS

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

1	Name	
	Position	
	Address	
	Tel. No.	
	E-mail	

2	Name	
	Position	
	Address	
	Tel. No.	
	E-mail	

DRIVING ABILITY

Do you hold a full, clean current Driving License? Yes/No

DECLARATION

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:

Signature of Applicant	
Date	

Please e-mail your completed form to admin@ecounesco.ie (cc director@ecounesco.ie) or return it by post to:

**Employment Opportunities
Operations Manager
ECO-UNESCO
9 Burgh Quay**

Dublin 2
Ireland

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