



OPPORTUNITIES in ECO-UNESCO

Programme Coordinator - Youth Employment

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 maybe a job with ECO-UNESCO is the one for you!

Background

ECO-UNESCO is Ireland's environmental education and youth organisation affiliated to the World Federation of UNESCO Clubs, Centres and Associations. ECO-UNESCO is seeking applications for the position of **Programme Coordinator - Youth Employment**.

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| Title: | Programme Coordinator – Youth Employment |
| Reporting to: | Operations & Development Manager |
| Job purpose: | The purpose of the position is to manage the implementation and delivery of ECO-UNESCO's Youth Employment programme, liaising with funders, partners and facilitating the direct delivery of the programme's activities including trainings. |
| Key responsibilities: | <p>Training Delivery and Content</p> <ul style="list-style-type: none"> ▪ Delivering ECO-UNESCOs Youth Employability programme ▪ Developing new programme content as required and delivering the range of QQI trainings including QQI Work Experience; ▪ Liaising with other ECO-UNESCO programmes to integrate employability where appropriate ▪ Developing training information materials ▪ Organising green youth employability events ▪ Organising logistics and materials for training courses. ▪ Familiarising self with the QQI recording systems. <p>Support and Work Placements:</p> <ul style="list-style-type: none"> ▪ 1-2-1 mentoring with participants ▪ Developing Individual learner plans as required and monitoring these ▪ Liaising with work placement companies as needed |

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| | <p>Communications, promotion and recruitment:</p> <ul style="list-style-type: none"> ▪ Liaising with Partner organisations in the identification and recruitment of youth participants to the programme. ▪ Liaising with relevant agencies and departments including Department of Social Protection, Local Employment Services as needed. ▪ Liaising with Communications team on advertising and promotion of the programme <p>Reporting</p> <ul style="list-style-type: none"> ▪ Ensuring all necessary application and funding reports are completed. ▪ Maintaining a database on Salesforce ▪ Maintaining the QQI Quality Assurance system in relation to programme participants. <p>Other</p> <ul style="list-style-type: none"> ▪ Assisting with other projects and programmes within ECO-UNESCO as requested. ▪ Promoting ECO-UNESCO through talks and presentations. ▪ Undertaking any other such relevant duties as directed. ▪ Furnishing reports on a regular basis. <p>This job description is intended as a summary of the primary responsibilities and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or that may be required to do either now or in the future.</p> |
| Equal Opportunities: | ECO-UNESCO is an equal opportunities employer. |
| Location of post: | ECO-UNESCO's Office, Dublin 2 and with regular travel to other locations required. |
| Time commitment: | Part-time Fixed Term contract for an initial 6 months, with a view to extension through continued funding. (21 hrs p/t) Flexibility is required with the expectation of evening and weekend work. Travel to is also required. Immediate start available. |

| Person Specification | | |
|----------------------|---|---|
| Qualifications | <ul style="list-style-type: none"> ▪ 3rd Level Qualification in youth work, environmental studies/ community work / education. ▪ Education or Training qualification | Essential Desirable |
| Experience | <ul style="list-style-type: none"> ▪ At least 2 years' experience in working in environmental issues and / or youth issues, with young people including youth employability and youth employment programmes. ▪ Experience managing training programmes and in delivering training courses including accredited trainings ▪ Experience of liaising with a wide range of agencies related to young people, education, youth employment. ▪ Experience of working with disadvantaged and at-risk young people ▪ Experience of 1-2-1 mentoring with young people. | Essential Essential Desirable Essential Desirable |

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| | <ul style="list-style-type: none"> ▪ Experience applying for funding and reporting on outcomes. ▪ Familiarity with QQI & QQI requirements | Desirable Essential |
| Knowledge, Skills and Disposition | <ul style="list-style-type: none"> ▪ Knowledge of the youth work sector, youth employment & employability sectors, education sector in Ireland. ▪ Excellent organisational skills. ▪ Excellent communications and interpersonal skills. ▪ Excellent Computer Skills, especially Word, Excel, PowerPoint and Salesforce ▪ Excellent report writing skills. ▪ Proven ability to work to tight deadlines and under pressure and manage a complex workload. ▪ Knowledge of Salesforce or a similar Customer Relationship Management system. ▪ Be a self-starter with a positive, can do attitude at all times. ▪ Be dependable and flexible. ▪ Be committed to working as part of a team with a commitment to the values and principles of ECO-UNESCO. ▪ A full clean current driving license. | Essential Essential Essential Essential Essential Essential Desirable Essential Essential Essential Desirable |
| Closing Date of application: | 9 January 2019 at 5pm | |
| Please note: | ECO-UNESCO will retain this application solely for the purposes of recruitment. This application will be retained for a period of 12 months after which it will be deleted. Applicants may be placed on a panel for positions that may arise in the future. | |

All interested candidates should complete the Application form and submit to: recruitment@ecounesco.ie before 9 January 2019, 5pm. Only applicants who have completed the form in full will be considered.

ECO-UNESCO
APPLICATION FOR EMPLOYMENT



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

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| Post applied for: | |
| 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 |
|----------------------------------|------|----|----------------|
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| | | | |
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LANGUAGE SKILLS

| | | Fluent | Moderate | Learning | None |
|---------|----------|--------|----------|----------|------|
| ENGLISH | Speaking | | | | |
| | Writing | | | | |
| IRISH | Speaking | | | | |
| | Writing | | | | |

SKILLS & EXPERIENCE

| | | |
|---|--|---------------------------|
| 3 rd Level Qualification in youth and community work environmental studies/ education | Yes <input type="checkbox"/> / No <input type="checkbox"/> | Please provide details... |
| At least 2 years' experience in environmental issues; youth issues, young people including youth employability and youth employment programmes. | Yes <input type="checkbox"/> / No <input type="checkbox"/> | Please provide details... |
| Experience developing and delivering training programmes. | Yes <input type="checkbox"/> / No <input type="checkbox"/> | Please provide details... |
| Experience in provision of formal and non-formal education. | Yes <input type="checkbox"/> / No <input type="checkbox"/> | Please provide details... |
| Experience of liaising with a wide range of agencies related to young people, education, youth employment. | Yes <input type="checkbox"/> / No <input type="checkbox"/> | Please provide details... |
| Knowledge of the youth work sector, youth employment and youth employability sectors and education sector in Ireland. | Yes <input type="checkbox"/> / No <input type="checkbox"/> | Please provide details... |
| Proven ability to work to tight deadlines and under pressure | Yes <input type="checkbox"/> / No <input type="checkbox"/> | Please provide details... |
| Excellent organisational, administration and report writing skills. | Yes <input type="checkbox"/> / No <input type="checkbox"/> | Please provide details... |
| Excellent computer skills and excellent organisational skills. | Yes <input type="checkbox"/> / No <input type="checkbox"/> | Please provide details... |
| Ability to manage a complex workload. | Yes <input type="checkbox"/> / No <input type="checkbox"/> | Please provide details... |
| Be dependable and flexible. | Yes <input type="checkbox"/> / No <input type="checkbox"/> | Please provide details... |
| Be a self-starter with a positive, can do attitude at all times. | Yes <input type="checkbox"/> / No <input type="checkbox"/> | Please provide details... |
| Be committed to working as part of a team with a commitment to the values and principles of ECO-UNESCO. | Yes <input type="checkbox"/> / No <input type="checkbox"/> | Please provide details... |
| Other languages, skills, or comments: | | |

OTHER RELEVANT EXPERIENCE

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|---|--|
| 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 knowledge, skills and experience meet the requirements of the post as set out in the Job Description.

STATEMENT IN SUPPORT OF YOUR APPLICATION

Please outline your motivations for applying for this post.

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ADDITIONAL QUESTIONS

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| If successful, what is the earliest date that you could commence in the role | |
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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 LICENCE

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 recruitment@ecounesco.ie or send it by post to:

Employment Applications
ECO-UNESCO
9 Burgh Quay
Dublin 2
Ireland

Closing date: 9 January 2019 at 5pm