

# ECO-UNESCO

Ireland's Environmental Education  
and Youth Organisation



## 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 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 works with over 10,000 young people annually all across Ireland and delivers 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 funded by Irish Aid. ECO-UNESCO seeks to employ a part-time Project Officer for the programme.

<b>Job Title:</b>	<b>YSD Project Officer (Regional Development and Outreach)</b>
<b>Job purpose:</b>	The <b>YSD Project Officer (Regional Development and Outreach)</b> will work as part of the Youth for Sustainable Development team with a specific focus on working on the development of regional programmes and outreach work.
<b>Key responsibilities:</b>	<b>The YSD Project Officer (Regional Development and Outreach) will have the following responsibilities:</b> <ul style="list-style-type: none"><li>• Work with the YSD team on all elements of the Youth for Sustainable Development – <i>Global Youth Leaders for Change</i> Programme.</li><li>• Carry out outreach work in identified locations around Ireland and in conjunction with the YSD Coordinator establish and support a network of regional YSD groups to develop and run the YSD Global Youth Leaders for Change Youth Peer Education Programmes (Y-PEP)</li><li>• Assist in the training of a regional network of ECO-UNESCO Volunteers who will support ECO-UNESCO's YSD and YEA programme.</li><li>• Promote the establishment of ECO-UNESCO Clubs regionally; assisting in volunteer recruitment, training and support of clubs and YSD programme.</li><li>• In conjunction with YEA Coordinator carry out outreach work for the Young Environmentalist Awards in particular to promote the local to global awards and special SDG based projects.</li><li>• Assist in the organisation of related events including: workshops and other events</li></ul>

	<ul style="list-style-type: none"> <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 and development education programme through talks and presentations.</li> </ul> <p><b>Fundraising &amp; Grant Writing</b></p> <ul style="list-style-type: none"> <li>• Assist with reporting including Irish Aid grant schemes.</li> <li>• Assist YSD Programme Coordinator and fundraising team in identifying additional funding opportunities for ECO-UNESCO's YSD and development education programme and assist in 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 Headquarters are based @ 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 essential</b>
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<b>Time commitment</b>	Part-time - <i>between 17 to 21 hours a week (tbc)</i> Flexibility required. <b>Ability to work evenings and weekends essential.</b> Contract – initial 7 month contract - 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 working with and managing volunteers **Essential**

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

Experience and a passion for working with young people	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 with a Cover Letter: To email please send to: <a href="mailto:admin@ecounesco.ie">admin@ecounesco.ie</a> ; please cc Elaine Nevin, at <a href="mailto:director@ecounesco.ie">director@ecounesco.ie</a> . please mark in subject line <i>Employment Opportunities – Project Officer (YSD Development and Outreach)</i> <b>by 19<sup>th</sup> July 2017</b>  To post please send to: <i>Employment Applications, Project Officer (YSD Development and Outreach)</i>  <b>Start Date:</b> We are looking for someone to start immediately	
<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.	