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ECO-UNESCO

Ireland’s Environmental Education and Youth Organisation

### Opportunities at ECO-UNESCO

### Programme Coordinator – Erasmus+

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 and the protection of the environment, are enthusiastic and motivated with education and training skills then we would love to hear from you.

**Contract:** Fixed Term – ending August 2023 (26 months)

**Reporting to:** The Operations & Development Manager

**Location:** Dublin 2 (Currently Remote)

**Salary:** Dependent on experience. A salary scale will apply.

About ECO-UNESCO

ECO-UNESCO is Ireland’s environmental education, training and youth organisation and a Quality and Qualifications Ireland training centre (QQI). 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:

ECO-UNESCO seeks to employ a part-time Programme Coordinator for an Erasmus+ project, Youth Action for Nature and Well-being, focussing on Education for Sustainable Development principles and transformative learning. This is a position of responsibility within ECO-UNESCO, playing a key role in the delivery of an international youth environmental education project.

Reporting to: The Operations & Development Manager

Location: ECO-UNESCO’s Headquarters at 9 Burgh Quay, Dublin 2 with occasional travel to partner meetings required - Currently Remote

Time Commitment: Part-time 21 hours per week. Flexibility is required as the role may include evening and weekend work with occasional travel to partner meetings across Europe.

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Programme Overview

ECO-UNESCO are the lead partner on an Erasmus+ funded programme titled **Youth Action for Nature and Well-being,** which will run until August 2023. During that time, we will work with 5 European partners to deliver:

* A Case Study of participants engagement with Education for Sustainable Development pedagogical practices.
* A Toolkit for youth workers and educators in Education for Sustainable Development.
* An E-Learning course focussing on Youth Action.
* An Evaluation Tool for youth workers and educators to evaluate the impact of their teachings.
* A series of Dissemination Events in partner countries.

Key Responsibilities

The programme coordinator will be responsible for the management of the programme through to its conclusion and reporting. This will include liaising with all partners, managing and supervising their respective contributions towards the programme outputs.

Budget Management

The programme coordinator will also be responsible for the management of the programme budget, ensuring that expenditure is pre-approved and accurately recorded in line with Erasmus+ funding requirements.

Additionally, the coordinator will ensure that the on-granting of programme funds to partner organisations is managed efficiently and accurately.

Administration Management

Due to the international nature of the programme, strong administrative oversight will be required to manage the academic research towards the intellectual outputs, travel itineraries, and more.

Reporting

The programme coordinator will be responsible for collating regular and ongoing reports on the programme’s progress, both to internal management and to Erasmus+. Reporting will encompass both programme and academic metrics in line with intellectual outputs.

Person Specification

Qualifications:

* A 3rd level qualification in a related field (i.e., environment, natural sciences, sustainable development, geography, or a related field)
* An education qualification would be beneficial.

Experience

* At least 2 years project and or programme management experience, preferably with an intellectual output.
* Experience in developing and delivering Education for Sustainable Development content.
* Experience working with and managing multiple partners, preferably in an international context.
* Strongly Desirable – Experience of an Erasmus+ funded programme.

Knowledge

* Detailed knowledge of the principles and underpinnings of ESD, both in theory and practice.
* Knowledge of pedagogical approaches.
* Understanding of youth work.

Skills

* Excellent report writing experience, including academic reporting.
* Excellent budgetary management.
* Excellent proficiency with IT systems, with Office 365 and Salesforce being beneficial.
* Excellent organisational skills and ability to manage multiple priorities.

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.*

Application Details

Closing Date for receipt of Applications – **Midnight Friday 18 June 2021**

Interviews are provisionally scheduled for **week commencing 28 June 2021**

Start date: **As soon as possible.**

Successful applicants may be requested to prepare a short presentation during the selection process.

**Please send a copy of a completed Application Form with a Cover Letter to:** [**recruitment@ecounesco.ie**](mailto:recruitment@ecounesco.ie)

Please mark in subject line *Employment Opportunities – Programme Coordinator (Erasmus+) (Private and Confidential)*

*Applicants may be placed on a panel for positions that may arise in the future.*

By completing and submitting this form you consent to ECO-UNESCO processing the personal data provided to assess this application for employment. No further processing of your data will occur beyond this purpose.

ECO-UNESCO will retain this application for up to 12 months, after which it will be deleted.

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ECO-UNESCO

APPLICATION FOR EMPLOYMENT

Please complete all sections of the form. CV’s are not accepted, and no application will be processed if the form is incomplete.

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| Position applied for: | Programme Coordinator – Erasmus+ |
| Where did you see the post advertised? |  |

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| Personal Details | |
| Title |  |
| Forename |  |
| Surname |  |
| Address |  |
| Phone |  |
| E-mail |  |

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| --- | --- |
| Current or Last Employment | |
| Position |  |
| Employer |  |
| Date from/to |  |
| Summary of achievements |  |

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| Previous Employment | | | |
| Employer: | From: | To: | Position: |
| Summary of achievements: | | | |
| Employer: | From: | To: | Position: |
| Summary of achievements: | | | |
| Employer: | From: | To: | Position: |
| Summary of achievements: | | | |
| Employer: | From: | To: | Position: |
| Summary of achievements: | | | |
| Employer: | From: | To: | Position: |
| Summary of achievements: | | | |

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| Education and Qualifications | | | |
| School / college / university… | From | To | Qualifications |
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| Language Skills | | | | | |
|  |  | Fluent | Moderate | Learning | None |
| ENGLISH (fluency essential) | Speaking |  |  |  |  |
|  | Writing |  |  |  |  |
| IRISH | Speaking |  |  |  |  |
|  | Writing |  |  |  |  |
| Add additional languages (with levels), or comments: | | | | | |

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| --- | --- |
| Relevant Experience  Detail how your skills and experience meet the requirements set out in the Job Description | |
| A third level qualification in a relevant field. | Please provide details… |
| Project or Programme Management Experience | Please provide details… |
| Professional experience with and understanding of Education for Sustainable Development | Please provide details… |
| Experience in delivering Intellectual Outputs | Please provide details… |
| Budgetary and Administrative experience | Please provide details… |
| Relevant interests |  |

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| Experience & Skills Checklist | | Yes/No |
| **Qualifications** |  |  | |
| A 3rd level qualification in a related field (i.e., environment, natural sciences, sustainable development, geography, or a related field) | E |  | |
| An education qualification would be beneficial. | D |  | |
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| **Experience** |  |  | |
| At least 2 years project / programme management experience, preferably with an intellectual output. | E |  | |
| Experience in developing and delivering Education for Sustainable Development content. | E |  | |
| Experience working with and managing multiple partners, preferably in an international context. | E |  | |
| Strongly Desirable – Experience of an Erasmus+ funded programme. | D |  | |
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| **Knowledge** |  |  | |
| Detailed knowledge of the principles and underpinnings of ESD, both in theory and practice. | E |  | |
| Knowledge of pedagogical approaches. | E |  | |
| Understanding of youth work. | D |  | |
|  |  |  | |
| **Skills** |  |  | |
| * Excellent report writing experience, including academic reporting. | E |  | |
| * Excellent budgetary management. | E |  | |
| * Excellent proficiency with IT systems, with Office 365 and Salesforce being beneficial. | E |  | |
| * Excellent organisational skills and ability to manage multiple priorities. | E |  | |
| E= Essential criteria – D = Desirable criteria |  |  | |

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| 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? | | |  |
| Do you hold a current, full and clean Driving License valid in the Republic of Ireland? | | | Yes  / No  (desirable but not essential) |
| References  Please provide details of two referees, including your present or most recent employer. We will not contact your referees until we have contacted you and received your consent. Please ensure you have your referee’s permission to share their contact information. | | | |
| 1 | Name |  | |
| Position |  | |
| Address |  | |
| Tel. No. |  | |
| E-mail |  | |

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| --- | --- | --- |
| 2 | Name |  |
| Position |  |
| Address |  |
| Tel. No. |  |
| E-mail |  |

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| 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](mailto:recruitment@ecounesco.ie) or return it by post to:

Employment Opportunities

(Programme Coordinator – Erasmus+)

ECO-UNESCO

9 Burgh Quay

Dublin 2

Ireland

Closing date for applications is **midnight Friday 18th June 2021**