ECO-UNESCO

Ireland’s Environmental Education and Youth Organisation



### Opportunities at ECO-UNESCO

### Environmental Youth Officer

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 project management and event skills then we would love to hear from you.

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

**Contract:** Fixed Term ending December 2022 *– (with potential to be extended subject to continued funding and satisfactory performance)*

**About ECO-UNESCO**

ECO-UNESCO is Ireland’s environmental education, training and youth organisation and is affiliated with UNESCO. 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 an Environmental Youth Officer. This is a position of responsibility within ECO-UNESCO, playing a key role in the delivery of ECO-UNESCO’s Youth Climate Justice programme and supporting other initiatives such as camps and workshops– the role includes partner engagement, workshop delivery, event planning & management, monitoring & evaluation, and funder reporting.

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| **Location:** | ECO-UNESCO’S Headquarters at 9 Burgh Quay, Dublin 2 with occasional travel required |
| **Time commitment:** | Full/time (35 hours)  Flexibility is required as the role **may include evening and weekend work**.  Fixed Term Contract with scope for extension subject to continued funding and satisfactory performance |

**Benefits:**

* 21 days annual leave per year which increases annually to a maximum of 25 days per year.
* An employer matched pension scheme is available after a qualifying period.
* An Employee Assistance Programme is available to all staff.

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| **Key responsibilities** |
| * Developing, delivering, and reporting on a **Youth Climate Justice project.** * Rolling out the Youth Climate Justice Advocate programme and supporting participant groups in their development of Climate Justice focussed Action Projects * Developing strong relationships with partner organisations to ensure their ongoing engagement and contribution to the project. * Delivering climate justice education, training & awareness workshops to young people. * Promoting the Youth Climate Justice project to participants, key stakeholders * Supporting work on ECO-UNESCO’s Annual Youth Climate Justice Survey * Continue to grow awareness of climate justice engaging new supporters with a view to strengthening the case for ongoing project funding. * Supporting ECO-UNESCOs programmes including workshops and camps * Assisting with project reporting to a Government funder and application process.   **Other**   * Carrying out Monitoring & Evaluation on all project activities * Writing/completing reports on a regular basis * Undertaking any other such relevant duties as directed * Assisting in any other areas of ECO-UNESCO work * Representing ECO-UNESCO on relevant ESD and DE bodies.   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.* |

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| **Personal Specification (E – Essential; D- Desirable)** | | | |
| **Qualifications** | 3rd Level Qualification in a related field *(geography, environmental studies, climate etc.)* | | E |
|  | An education or youth work qualification would be beneficial | | D |
| **Experience** | | |  |
| At least 2 years work experience in direct work with and young people (10-18); youth work, education, and/or environmental education in a similar youth scheme/programme | | | E |
| An understanding of climate Justice and environmental issues. | | | E |
| Experience in developing and delivering youth, education and training programmes. | | | E |
| Demonstrable organization skills, having managed multiple priorities and adherence to deadlines | | | E |
| A strong interest in the environment, international development and working with young people. | | | E |
| Budgetary management experience from initial planning through to end of project reporting. | | | D |
| A full, clean driving license. | | | D |
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| **Knowledge, Skills and Disposition** | | |  |
| Knowledge of the youth work sector and education system in Ireland | | | E |
| Knowledge of Climate Justice in a national and international context. | | | E |
| Excellent organisational skills | | | E |
| Excellent communications and interpersonal skills | | | E |
| Excellent report writing, analytical and computer skills | | | E |
| Ability to work to tight deadlines and under pressure | | | E |
| Ability to manage a complex workload | | | E |
| Working knowledge of IT systems | | | E |
| Ability to critically analyse data and make appropriate decisions  Ability to work as part of a team | | | E  E |
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| **Disposition** | | |  |
| Be a self-starter with a positive, can-do attitude at all times | | | E |
| Be dependable and flexible | | | E |
| Be committed to working as part of a team with a commitment to the values and principles of ECO-UNESCO | | | E  E |
| Be able to take direction | | | E |
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| **Position Start Date:** | Immediate |  | |
| **Interview Date:**  **Remuneration:** | Provisionally scheduled for week commencing 30th May  Starting Salary (commensurate with experience) |  | |

Closing Date for receipt of Applications – **midnight 23rd May 2022**

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 – Environmental Youth Officer (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. CVs are not accepted, and no application will be processed of the form is incomplete.

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| Position applied for: | Environmental Youth Officer |
| Where did you see the post advertised? |  |

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

|  |  |
| --- | --- |
| 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 | |
| Youth work and/or educational experience in formal/non-formal settings | Please provide details… |
| Knowledge of Climate Justice, Education for Sustainable Development/ Development Education in Ireland and knowledge of international issues | Please provide details… |
| Facilitation & training experience | Please provide details… |
| Supervisory and/or project management experience | Please provide details… |
| Relevant 3rd level qualification | Please provide details… |
| Relevant interests | Please provide details… |

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| Experience & Skills Checklist | | Yes/No |
| **Experience** |  |  |
| At least 2 years work experience in direct work with and young people (10-18); youth work, education, and/or environmental education in a similar youth scheme/programme | Essential |  |
| An understanding of Climate Justice and a passion for addressing its related inequalities. | Essential |  |
| Experience in developing and delivering youth, education and training programmes | Essential |  |
| Demonstrable organization skills, having managed multiple priorities and adherence to deadlines | Essential |  |
| Budgetary management experience from initial planning through to end of project reporting. | Essential |  |
| A strong interest in the environment international development and working with young people. | Essential |  |
| A full, clean driving license. | Desirable |  |
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| **Knowledge and Skills** |  |  |
| Knowledge of the youth work sector and education system in Ireland | Essential |  |
| Knowledge of Climate Justice in a national and international context. | Essential |  |
| Excellent IT skills. Experience with Office 365 and/or Salesforce an advantage | Essential |  |
| Excellent communications and interpersonal skills | Essential |  |
| Excellent report writing and analytical skills | Essential |  |
| Ability to work to tight deadlines and under pressure | Essential |  |
| Ability to manage a complex workload | Essential |  |
| Ability to critically analyse data and make appropriate decisions | Essential |  |
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| **Disposition** |  |  |
| Be a self-starter with a positive, can-do attitude at all times | Essential |  |
| Be a problem solver and creative | Essential |  |
| Be dependable and flexible | Essential |  |
| Be committed to the values and principles of ECO-UNESCO | Essential |  |
| Be committed to working as part of a team | Essential |  |
| Be able to take direction | Essential |  |

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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

ECO-UNESCO

9 Burgh Quay

Dublin 2

Ireland

Closing date for applications is **midnight Monday 23rd May 2022.**