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<b>ROLE:</b>	<b>Green-Campus Officer</b>
<b>SALARY:</b>	<b>€33,500 - €35,000 PER ANNUM</b>
<b>LENGTH OF CONTRACT:</b>	<b>Full time initial 12 month contract with extension subject to funding.</b>
<b>REPORTING TO:</b>	<b>Green-Campus Programme Manager</b>
<b>LOCATION:</b>	<b>Hybrid</b>
<b>APPLY TO:</b>	<b><a href="mailto:kmulvey@eeu.antaisce.org">kmulvey@eeu.antaisce.org</a></b>

**Closing date for receipt of applications is 5pm on 22<sup>nd</sup> January 2024**

### **About The Role**

An Taisce operates a number of highly successful environmental education projects and initiatives as part of its diverse portfolio. The Environmental Education Unit is the Irish national operator for all FEE programmes such as Green-Schools, Blue Flag and LEAF along with a variety of national initiatives like National Spring Clean and Clean-Coasts.

The Irish Green-Campus programme is an example of international best practise for higher education sustainability programmes with c. 60 sites involved.

The Green-Campus Programme encourages a partnership approach to environmental education, management and action in third level institutions. The Programme primarily aims to ensure that members of a campus community can engage in a meaningful way to enhance sustainability on campus.

An Taisce is now recruiting 1 Full Time Officer to assist with the delivery of this programme.

Responsibilities include:

- Developing and renewing case studies and guidance documents for participating campuses.
- Answering queries from potential participants and other internal and external sources through phone calls, e-mails and site visits.
- Liaising with participants for registrations, attendance at committee meetings, assessments, renewals, flag raisings etc.
- Assisting institutes in compiling the Green Flag application by providing guidelines and feedback on draft applications.



- Assisting with all elements of programme social media and press communications where necessary.
- Composing 'update' emails to participants to inform them of current developments/upcoming events.
- Purchasing required resources.
- Assisting with the coordination of programme related events including Green-Campus Award Ceremonies, Green-Campus Network Meeting, Climate Action Week, Green Week and any other events as required.
- Contributing to ongoing research projects, including ERASMUS+ projects, as required

Attributes	Attributes
<b>Qualifications and Attainments</b>	
3rd Level Qualification in relevant field (sustainability/education)	Desirable
<b>Experience</b>	
A minimum of two years experience in administrative or other relevant role	Desirable
<b>Knowledge, Skills &amp; Aptitudes</b>	
Knowledge of the Irish higher education system	Essential
Knowledge of environment, climate and sustainability.	Essential
Excellent communications and interpersonal skills	Essential
Excellent administrative skills	Essential
Excellent computer skills (database management, website skills)	Desirable
Ability to manage a workload within tight deadlines	Essential
<b>Disposition</b>	
Be a self starter	Essential
Be dependable and flexible	Essential
Be prepared to travel as part of your work	Essential
Be committed to working as part of a team	Essential
Be able to work on your own in your home environment	Essential
Tact and Diplomacy	Essential

### How to apply:

Please submit a current CV and letter of application outlining your key relevant skills, experience and aspirations for the role to: [kmulvey@eeu.antaisce.org](mailto:kmulvey@eeu.antaisce.org) by Monday 22<sup>nd</sup> Jan 2024