



Job Description

Job title: GAP Project Co-Ordinator

Purpose

Global Action Plan (GAP) Ltd. is part of the Global Action Plan International network dedicated to empowering people to live and work in an increasingly sustainable way. GAP has been delivering a wide range of programmes and projects in Ballymun since 2000. GAP is now recruiting for the position of Project Co-ordinator for Ballymun. The Project Co-ordinator will manage and deliver the Community Environmental programme.

Role of worker:

The project co-ordinator will work with local groups, residents and resource centres in order to raise the profile of environmental issues and to empower and support residents to engage with local initiatives such as Tidy Towns and Fairtrade. The Co-ordinator's role is to progress positive community involvement and leadership and to help create a sense of place and pride within the community. The Co-ordinator will be responsible for the preparation and delivery of environmental projects in order to implement positive environmental change within the community

This is a fixed-term contract renewable subject to funding. Salary will reflect experience and qualifications. The post will be 35 hours per week but a degree of flexibility in working hours around evenings and weekends will be expected. The post will be subject to a probationary period. Garda vetting applies to this position.

Reporting to: Chief Executive Officer, Global Action Plan (Ireland)

Responsibilities:

- Support residents in their efforts to create a better environment for themselves and the community as a whole
- Build capacity among various voluntary committees to create long term sustainability of environmental projects in the community
- Deliver a wide range of environmental training programmes and workshops to local residents
- Assist local groups and committees such as the Ballymun Tidy Towns committee and Fairtrade Steering committee in achieving annual workplans
- Organise & manage local environmental volunteer programme

Administrative and other duties:

- Manage project budget and direct any staff/volunteers assigned to the programme
- Produce monthly reports
- Produce newsletters and other publicity material relating to the programme (including social media)
- Monitoring and evaluating programme
- Maintain database of groups/individuals participating in the programme
- Ensure that website is up-to-date with information on activities
- Generally available to help all staff and attend all staff meetings
- Developing GAP's image and raising awareness of GAP
- Networking and developing links and relationships various groups in the community
- Assist other Projects/Programmes that GAP run when necessary
- Undertake any other such relevant duties as may arise from time to time.

Person Specifications

Project Co-ordinator

Attributes	
Qualifications	
Relevant 3rd level qualification in Environmental Science/Education or a related discipline	Essential
Experience	
3 years experience in an environmental/education/community development or related field, in a voluntary or paid capacity	Essential
Demonstrated training skills / experience	Essential
Knowledge, Skills & aptitude	
Proven ability in Environmental Education, previous experience of this would be an advantage	Essential
Strong knowledge environmental issues/sustainable development/LA 21	Essential
Excellent and proven programme management skills	Essential
Excellent and proven budgetary management skills	Essential
Excellent Facilitation skills	Essential
Excellent Research Skills	Essential
Excellent communication & interpersonal skills and a strong commitment to working as part of a team	Essential
Strong organizational and administrative ability including excellent computer skills	Essential
Demonstrated ability to manage a complex workload within tight deadlines	Essential

Attributes	
An understanding of how community-based organisations work and previous experience of working for, or participating in a community-based organization	Essential
Ability to work with various stakeholders & organizational structures e.g. voluntary committees, Tidy Towns, community and youth groups	Essential
An ability to supervise, co-ordinate and work with a wide range of people / volunteers	Essential
Experience of working with disadvantaged groups/individuals	Essential
Have a commitment to community development and be able to work at both a strategic and operational level	Essential
Disposition	
Ability to interact and engage respectfully with a full range of age groups (children, teenagers & adults) & a commitment to community engagement	Essential
Be dependable and flexible	Essential
Be committed to working as part of the GAP team	Essential
Be highly motivated and committed to the GAP principles	Essential
Pay meticulous attention to detail	Essential
Be a self starter	Essential
Tact & diplomacy	Essential
Have a commitment to equality of opportunity	Essential
Access to own transport with a clean driving license	Desirable