

## GLAS Monaghan Programme Coordinator

Global Action Plan Ireland, in partnership with Monaghan County Council and funded by the [PEACEPLUS Programme](#), is seeking a passionate and organised Programme Coordinator to lead the delivery of the **GLAS Monaghan Community Programme**.

This dynamic role will lead the development and coordination of a wide range of initiatives that promote environmental and climate action and that support cross-community collaboration. The GLAS Monaghan Programme Coordinator will be responsible for the continuous improvement of the programme, ensuring its compliance with regulations and funder requirements, and managing the local staff team.

The Coordinator will lead the programme team's contacts with community groups, schools, local authorities and other stakeholders, and manage the delivery of the GLAS Monaghan community programme, which aims to support community gardens county wide and provide environmental learning opportunities for community groups, schools and businesses throughout the County.

### Job Description

<b>Position</b>	<b>GLAS Monaghan Programme Coordinator</b>
<b>Reports to</b>	Head of Programmes
<b>Location</b>	GAP Monaghan hub (TBD)
<b>Hours &amp; Contract duration</b>	<ul style="list-style-type: none"> <li>• Part time, 22.5 hours per week, within normal working week Monday - Friday; hours to be agreed.</li> <li>• There will be an occasional requirement to undertake evening and weekend work.</li> <li>• Salary will be commensurate with qualifications and experience, and along GAP's Coordinator pay scale (€37,000 - 43,000 per annum, full-time, calculated pro-rata). The starting point on the salary scale will be determined based on the successful candidate's experience and qualifications.</li> </ul>
<b>Role Purpose</b>	<p>The Programme Coordinator will lead the delivery of an innovative community and environmental education programme in County Monaghan.</p> <p>This role requires a dynamic, organised individual with strong people skills and a passion for sustainability, capable of building cross-community partnerships and coordinating impactful, on-the-ground programmes.</p> <p>The GLAS Monaghan Programme Coordinator is responsible for the development and coordination of activities of the GLAS Monaghan programme, which aims to promote cross community interaction around the common interest of sustainability, through exploring nature and delivering biodiversity initiatives.</p>

	<p>The programme has a particular focus on community groups and schools, but includes other stakeholders, including the youth and adult education sector and companies in the project areas. The focus will be on enabling communities to reclaim their environment as shared spaces for the whole community by reinvigorating unused green spaces and delivering actions to slow down climate change.</p> <p>This role works closely with the GAP Head of Programmes, CEO and the rest of the GAP Programmes team to deliver the activities and services that support our goals.</p>
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<b>Main Duties/Tasks</b>	<b>Key Responsibilities</b> <ol style="list-style-type: none"> <li><b>1. Programme Management</b> <ul style="list-style-type: none"> <li>• Lead the design, development and continuous improvement of the GLAS Monaghan programme in line with GAP's strategic goals and PEACE PLUS funding objectives.</li> <li>• Coordinate the day-to-day implementation of the programme, ensuring high-quality delivery, timeliness, and compliance with funding, statutory, and organisational obligations.</li> <li>• Oversee development and delivery of community outreach events, workshops and environmental education sessions.</li> </ul> </li> <li><b>2. Team Leadership &amp; Operational Support</b> <ul style="list-style-type: none"> <li>• Manage and support project staff, independent facilitators, interns and volunteers.</li> <li>• Prepare rosters, assign tasks and ensure teams have the resources needed to meet programme objectives.</li> <li>• Support internal administration, including maintaining accurate records, reports and resource scheduling.</li> </ul> </li> <li><b>3. Stakeholder &amp; Community Engagement</b> <ul style="list-style-type: none"> <li>• Build and maintain collaborative relationships with key stakeholders including community groups, schools, youth agencies and corporate partners.</li> <li>• Implementing needs assessments in a range of settings to understand community needs to support programme design.</li> <li>• Facilitate inclusive and empowering engagement processes with underrepresented groups including ethnic minority groups, newcomers, and rural communities.</li> <li>• Promote cross-community interaction through environmental activities and shared local initiatives.</li> </ul> </li> <li><b>4. Monitoring, Evaluation &amp; Reporting</b> <ul style="list-style-type: none"> <li>• In collaboration with the wider GAP team, develop and implement tools for measuring programme progress and impact.</li> <li>• Coordinate feedback, monitor outcomes, and prepare timely reports for management, funders and stakeholders.</li> <li>• Ensure all programme activities comply with GAP's child protection, health &amp; safety, and safeguarding policies.</li> </ul> </li> </ol>
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	<p><b>5. Advocacy &amp; Communications</b></p> <ul style="list-style-type: none"> <li>• Represent and promote the GLAS Monaghan community programme at events, meetings and within relevant networks.</li> <li>• Assist in developing communications materials that articulate the vision, outcomes, and impact of the programme.</li> </ul> <p><b>6. Legacy planning and Sustainability</b></p> <ul style="list-style-type: none"> <li>• Contribute to identifying and pursuing future funding opportunities to support programme continuity and expansion.</li> <li>• Assist community groups in accessing funding and resources for their own sustainability efforts.</li> </ul>
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## Person Specification

<p><b>Qualities / Skills / Competencies</b></p>	<p>Candidates should possess the following key skills and attributes:</p> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Minimum 5 years' experience in project coordination, community development, environmental education, or a related field;</li> <li>• Demonstrated ability to work with diverse communities and facilitate inclusive, empowering engagement;</li> <li>• Strong organisational, time management, and multitasking skills;</li> <li>• Excellent written and verbal communication;</li> <li>• Proficiency in common word processing and online collaboration tools, particularly the Google Workspace platforms;</li> <li>• Self-motivated and capable of working independently.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience working with EU-funded projects (e.g. PEACE PLUS);</li> <li>• Experience coordinating or supporting community garden projects or sustainability initiatives;</li> <li>• Facilitation skills in education or community settings;</li> <li>• Understanding of biodiversity, climate change, and environmental policy in Ireland.</li> </ul>
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*This job description is a guide to the general range of duties attached to the role. It is intended to be neither definitive nor restrictive and is subject to review with the employee concerned and therefore may be updated from time to time to reflect changing business and operational needs and the employees own development and growth needs.*

*Programme supported by PEACEPLUS, a programme managed by the Special EU Programmes Body (SEUPB).*

