

## GLAS Monaghan Education Officer

Global Action Plan Ireland is seeking a passionate and organised Education Officer to lead the delivery of the education component of the new **GLAS Monaghan Community Garden Programme**.

The Education Officer will lead the delivery of education programmes and learning opportunities for schools, community groups and businesses across County Monaghan and surrounding Counties. This role plays a key part in advancing GAP's mission to empower people to live more sustainable lives and support local climate action through education and engagement. The role entails 4 days per week working on GAPs PEACEPLUS programme, delivered in partnership with Monaghan County Council and funded by [the PEACEPLUS Programme](#), and one day per week on other GAP education projects.

The ideal candidate will bring a strong background in environmental education, excellent facilitation and coordination skills, and a passion for creating accessible, inclusive, and impactful learning experiences.

### Job Description

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| <b>Position</b>                      | <b>Education Officer</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Reports to</b>                    | <ul style="list-style-type: none"> <li>GLAS Monaghan PEACEPLUS Programme Coordinator</li> <li>GAP Education Manager</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Location/ Travel</b>              | GAP Monaghan office (TBD)<br>Includes travel within County Monaghan and, occasionally, surrounding areas.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Hours &amp; Contract duration</b> | <ul style="list-style-type: none"> <li>Full time, 37.5 hours per week, within normal working week Monday - Friday; hours to be agreed.</li> <li>1 year fixed term contract from start of contract date. Renewable subject to funding.</li> <li>There will be an occasional requirement to undertake evening and weekend work.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Salary Band</b>                   | <ul style="list-style-type: none"> <li>Salary on offer will be at Officer grade: €31,200 - €35,839 full-time. 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 Education Officer coordinates and delivers environmental education programmes to schools, businesses and community groups across County Monaghan, and works closely with the Monaghan PEACEPLUS Programme Coordinator, the GAP Education Team, CEO and the rest of the GAP Programmes team to deliver the activities and services that support our goals.</p> <p>The candidate should have experience working in the education sector (formal or informal) and will have good knowledge of environmental issues, initiatives around Ireland and the current political environment around Climate Action and sustainability. Experience of developing and delivering environmental education programmes is essential for this role.</p> |

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| <b>Main Duties/Tasks</b> | <p><b>1. Programme Delivery</b></p> <ul style="list-style-type: none"> <li>Plan and deliver environmental education programmes in line with GAP's strategic goals, funding agreements and initiatives in the project area. The role will focus on the delivery of GAP's PEACEPLUS funded programme activities 4 days/week, and 1 day/week on other education projects.</li> <li>Facilitate workshops and activities in schools, community centres and local organisations on topics such as biodiversity, climate action, sustainability and responsible consumption.</li> <li>Adapt educational content to suit different age groups and community needs.</li> <li>Build relationships with schools and education professionals throughout Monaghan, and surrounding counties if relevant.</li> </ul> <p><b>2. Project Coordination &amp; Administration</b></p> <ul style="list-style-type: none"> <li>Support day-to-day delivery of education and other programme activities, including scheduling and logistics.</li> <li>Ensure accurate documentation and reporting in line with funder and organisational requirements.</li> <li>Maintain strong internal communication with the wider GAP team and contribute to planning sessions as needed.</li> </ul> <p><b>3. Programme Development</b></p> <ul style="list-style-type: none"> <li>Support the refinement and evolution of existing education programmes to reflect emerging environmental issues, national curriculum developments, and local community interests.</li> <li>Ensure programming is inclusive, engaging and behaviour change focused.</li> </ul> <p><b>4. Monitoring &amp; Evaluation</b></p> <ul style="list-style-type: none"> <li>Implement systems for capturing impact data, collecting feedback, and evaluating programme success.</li> <li>Prepare periodic reports for management, Monaghan County Council, and other stakeholders.</li> </ul> <p><b>5. Representation &amp; Outreach</b></p> <ul style="list-style-type: none"> <li>Act as an ambassador for Global Action Plan Ireland at local events, school visits, and meetings.<br/>Promote education programmes and support increased participation among diverse community groups.</li> </ul> <p><b>6. Safeguarding &amp; Compliance</b></p> <ul style="list-style-type: none"> <li>Ensure compliance with all relevant health &amp; safety, child protection and GDPR policies in all activities.</li> <li>Apply best practices when working with children, young people and vulnerable adults.</li> </ul> |
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## Person Specification

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| <b>Qualities / Skills / Competencies</b> | <p>Candidates should possess the following key skills and attributes:</p> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Minimum 2 years' experience in delivering environmental or sustainability education (formal or informal settings);</li> <li>• Sound knowledge of environmental, biodiversity and climate issues, particularly in the Irish context;</li> <li>• Strong communication and facilitation skills, especially with young learners and community groups;</li> <li>• Ability to manage multiple projects and meet deadlines;</li> <li>• IT proficiency (Google Workspace, email, online learning tools);</li> <li>• Willingness to travel locally and work flexibly.</li> <li>• A full, clean driving licence and access to transport.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Familiarity with the Irish school curriculum, or experience working with schools;</li> <li>• Background in ecology, sustainability, climate science or environmental education;</li> <li>• Experience with monitoring, evaluation, and impact reporting;</li> <li>• Experience working with migrant or minority communities;</li> </ul> |
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This role offers an exciting opportunity to work at the intersection of education, sustainability, and community development. Full induction and professional development opportunities will be provided.

Global Action Plan Ireland is committed to diversity and inclusion and welcomes applications from all backgrounds.

*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.*

**To apply for this position, please submit your letter of motivation, setting out how you meet the criteria for this role, and a Curriculum Vitae to:**  
[info@globalactionplan.ie](mailto:info@globalactionplan.ie)

**Deadline for applications: Monday 10 August, 5 pm.**

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

