



Global Action Plan is a not-for-profit, award winning charity, which supports schools, communities and businesses to take practical, environmental action to live and work as sustainably as possible www.globalactionplan.ie

Global Action Plan is part of [GAP International](#) – a global network of organisations in over 27 countries that facilitate behaviour change to promote environmental sustainability.

Job Description

Position	Schools and Youth Programme Coordinator
Reports to	Development Manager
Location/ Travel	Axis Centre, Main Street, Ballymun, Dublin 9.
Hours & Contract duration	<ul style="list-style-type: none"> ● Part-time, 23-30 hours per week within normal working week Monday - Friday, hours to be agreed. Potential to turn into a full-time position. subject to funding. ● Flexible hours based on candidates requirements will be considered ● Teachers on job share or substitute cover encouraged to apply ● One-year fixed term from starting date, renewable subject to funding. ● There will be an occasional requirement to undertake evening and weekend work. ● Salary will commensurate with qualifications and experience
Role Purpose	<p>Global Action Plan’s programmes aim to empower individuals and communities to change their consumption habits that are long term and achievable. Our mission is to inspire and support people to live more sustainable lifestyles, by offering practical yet creative solutions that inspire people to act.</p> <p>We are seeking an experienced education professional to join our growing team to coordinate and deliver programmes in environmental education and global citizenship education focusing on the schools and youth sector. The successful candidate will work closely with the Development Manager, CEO and the rest of the programmes team to deliver these programmes</p>

Global Action Plan CLG. CHY: 15448

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	<p>The candidate should have considerable experience working in the formal education sector, either primary or secondary, either as a teacher or an educator working directly with schools. They would have good knowledge of environmental issues and experience of developing and delivering environmental education and global citizenship education programmes in formal education settings</p> <p>In addition, the candidate should have good knowledge and enthusiasm for the natural world and experience of teaching in an outdoor setting. The role will involve delivering a range of workshops and education programmes in schools, parks and other places of interest.</p>
<p>Main Duties/Tasks</p>	<ol style="list-style-type: none"> 1. Lead the coordination and delivery of Global Action Plans school and youth programmes in Ireland 2. Manage the day-to-day delivery of schools and youth projects whilst ensuring proper compliance with all statutory, funding and other obligations. 3. Support the design, development and improvement of new and existing schools and youth programmes in line with the sectoral needs and organisational strategic plans. 4. Manage teams of staff or volunteers working on school and youth programmes. 5. Develop and sustain partnerships with groups, schools and youth agencies. 6. Support development of funding avenues to support programmes (public and private funding streams). 7. Liaise with independent facilitators across programmes; prepare rosters/resource schedules and supervise and support staff and independent facilitators 8. Support administrative procedures to meet objectives, including, for example preparing and maintaining records and reports. 9. Support the evaluation of the work of staff and independent facilitators to ensure that programmes are of appropriate quality and that resources are used effectively 10. Implement monitoring and evaluation procedures and systems by preparing regular reports for management, funders and other stakeholders. 11. Keeping abreast of key environmental issues and innovative pedagogical approaches that support meaningful behaviour change 12. Ensure the work of Global Action Plan complies with relevant legislation relating to health and safety and working with

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	<p>children and vulnerable individuals with practical regard to Child Protection legislation.</p> <p>13. Represent and promote Global Action Plan Ireland at all levels locally, nationally and internationally</p> <p>14. Any other duty in relation to the post, as determined by the Board/ Management, as and where appropriate and commensurate with the constraints of the post.</p>
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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.

Person Specification

Essential Experience	<p>The successful candidate is likely to have a minimum of 3 years teaching experience in the primary or secondary sector with a demonstrated passion for environmental education.</p> <p><u>or</u></p> <p>a minimum of 3 years' experience of working in a similar role in the design and delivery of schools and youth environmental education programmes.</p> <p>The successful candidate is likely to have personal values aligned to the ethos and values of GAP.</p>
Education	<p>The successful candidate is likely to hold a primary degree in a relevant subject area such as environmental science, primary school education or equivalent teacher education qualification for secondary school, sustainable development or other relevant discipline.</p> <p>A Masters qualification is desirable.</p>
Qualities / Skills / Competencies E = Essential D= Desirable	<p>Candidates should possess the following key skills and attributes:</p> <ul style="list-style-type: none"> - Excellent facilitation, science/environmental education & training skills (E) - Excellent knowledge of the Irish schools system (E) - Excellent knowledge of environmental issues/sustainable development (E) - Strong programme coordination and report writing skills (E) - Strong instructional design experience (E) - Experience of Health and Safety issues concerning outdoor/environmental education (E)

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	<ul style="list-style-type: none"> - Experience of working in a target based environment, achieving targets and managing budgets (E) - A flexible approach, strong organizational skills and ability to work independently and as part of a team (E) - Implementing Monitoring and evaluating systems (E) - Prepare regular reports and updates for management and key stakeholders (E) - A full clean Driving Licence & own car for travel to facilitation (E) - Experience of managing staff and volunteers (D) - Experience in partnership development (D) - Developing successful funding applications, report writing (D) - Experience in programme/project design and development lifecycles (D) - Experience in communicating in all its formats and to the widest possible audiences, platforms and medium (D)
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Global Action Plan is an equal opportunities employer.

Garda Clearance is a requirement for this position.

How to Apply:

Please return complete application form with a cover letter by e-mail to Keith Magee at info@globalactionplan.ie marked '**SCHOOLS AND YOUTH PROGRAMME COORDINATOR POST**'

Closing date for receipt of applications for the **Schools and Youth Programme Coordinator** role is **5pm Friday 20th March 2020**. Application reviews and interviews will be held on a rolling basis before and after the closing deadline as suitable candidates apply.

Global Action Plan reserves the right to appoint a qualified candidate to the role in advance of the deadline. Interested candidates are invited to apply at the earliest convenience.

Please note short-listing may apply. Second round interviews may also apply.

All applications will be acknowledged by email within 3 working days of receipt. If you do not receive such an acknowledgement, please contact us as soon as possible.

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