

An Taisce - Green Schools Travel: Travel Officer **(<https://www.activelink.ie/node/113154>)**



ROLE: TRAVEL OFFICER

PROGRAMME; GREEN-SCHOOLS TRAVEL PROGRAMME

SALARY: €33,500 PER ANNUM

LOCATION: Limerick & North/South Tipperary

APPLY TO: Ciara O'Sullivan at cosullivan@eeu.antaisce.org (<mailto:cosullivan@eeu.antaisce.org>)

Closing date for receipt of applications is 5pm on Monday, 27th January, 2025

PURPOSE:

The EEU of An Taisce is the national operator of several highly successful environmental education and management programmes such as Green-Schools, Blue Flag, National Spring Clean, Clean Coasts and Climate Ambassador. The Green-Schools Travel programme operates on a national basis and encourages sustainable travel to school and is the largest programme operated by the EEU. The programme, which is funded by the Department of Transport (DOT) and supported by the National Transport Authority (NTA), has been running nationally since 2008 and in the Greater Dublin Area since 2005.

An Taisce is now recruiting **for Travel Officers for the following area(s):**
Limerick & North/South Tipperary

The role will be based in the above areas and is a Hybrid style arrangement in line with our homeworking policy, the role includes travel to schools. The post will be full time 32.45hrs pw and is subject to funding with a probation period of six months. There is a degree of flexibility of working hours around evenings and weekends to be expected.

TASKS AND RESPONSIBILITIES

- Promote and develop the Green-Schools Travel Programme to a limited number of schools in a particular location.
- Liaise with our existing partners in Local Authorities and other partners of the programme.
- Engage and support schools to assist them in the development of their travel theme.
- Organise and facilitate workshops/presentations/events based on issues associated with travel and transport for schools.
- Organise and facilitate teacher training seminars and courses.
- Visit schools throughout the school term and distribute resources.
- Update school profiles on the Green-Schools database.
- Monitor and evaluate development of the programme in schools.
- Prepare monthly progress reports.
- Carry out a number of Green-Schools Travel assessment and renewal assessment visits in your area.
- Undertake any other such relevant duties as may from time to time arise and are considered appropriate.

PERSON SPECIFICATION

Qualifications and Attainments

- 3rd Level Qualification in environmental studies/education/research or social science - Desirable

Experience

- A minimum of two years experience in a field relating to environmental education/ community development/ education or sustainable development- Desirable

Knowledge, Skills & Aptitudes

- Knowledge of Environmental Issues - Essential
- Knowledge of sustainable development/sustainable travel - Desirable
- Excellent communications and interpersonal skills - Essential
- Excellent Facilitation skills - Essential
- Excellent computer skills including database management and web editing skills - Desirable
- Ability to manage a workload within tight deadlines - Essential
- Ability to work with a wide range or stakeholders including schools, local authorities and other agencies - Essential

Disposition

- 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
- Access to own transport with a clean driving licence - Essential

Reasonable Accommodations/Adjustments -

Employment Equality Act 1998 and 2004 & Disability Act 2005

If you are applying for a job in the An Taisce, you will be asked if you require a Reasonable Accommodation to support your participation in the recruitment and selection process. Please give details of any Reasonable Accommodations you may need in your application.

If you are successful in the recruitment and selection process and offered a role, it would be helpful if you could share relevant information about any potential Reasonable Accommodation requirements needed to complete the functions of your new role, please detail this in your application.

Application Process:

Please submit an expression of interest and CV by 5pm on Monday, 27th January 2025 to: Ciara O'Sullivan at cosullivan@eeu.antaisce.org (<mailto:cosullivan@eeu.antaisce.org>).

Region

Hybrid / Limerick & North / South Tipperary

Date Entered/Updated

15th Jan, 2025

Expiry Date

27th Jan, 2025