



Candidate Information Pack
Programme Coordinator – ECO-UNESCO Clubs &
Champions
ECO-UNESCO
2025





About ECO UNESCO

We are Ireland's leading environmental education, training and youth organisation and a Quality and Qualifications Ireland training Centre (QQI), working with over 10,000 young people annually. We seek to raise awareness of environmental issues by channelling the passion, creativity and energy of young people into positive environmental action. ECO-UNESCO delivers a wide range of youth, education, and training programmes across Ireland to promote the personal development of young people through practical environmental projects. Through our range of programmes and services we inspire, educate, empower, and support young people to act.

We work

- across the island of Ireland
- to conserve the environment and empower young people.
- with young people in formal and nonformal settings, in secondary schools, youth services and communities across Ireland through our Young Environmentalist Awards, workshops, trainings or one of our affiliated ECO-UNESCO Clubs.
- and with partners in Europe and internationally.

“Our vision is a sustainable world where young people are actively engaged in protecting the environment.”

Our Mission

Our mission is to protect the natural environment and empower young people by developing their knowledge, skills and confidence that channels their passion into positive and creative actions that helps create a sustainable planet. We do this by:

- Raising awareness, understanding and knowledge of the natural environment among young people.
- Engaging, inspiring and empowering young people by facilitating their personal development and well-being through practical environmental projects, activities and skills development.
- Promoting the protection and conservation of the environment by empowering young people to lead in action oriented environmental projects and activities and by promoting positive and environmental behaviour.
- Advocating for environmental education, education for sustainable development, the natural environment and youth development.
- Promoting the ideals of UNESCO and working with likeminded organisations in Europe and globally.

Our Values

We have **respect** for young people, our participants, volunteers, employees, and our stakeholders. In our work we have a **passion** for the environment and for our young people, and an acknowledgement that the natural environment plays an important role in all our lives and in the development and education of our young people. We value youth-led approaches, creativity and innovation, action based learning, and **fun** as we work together to protect the environment and impact the lives of young people.

What we do

ECO-UNESCO's programmes empower and support young people to take action to protect and conserve the natural environment.

- We take a youth centred approach and promote learning for, about and in the environment
- We develop leadership skills, confidence, self-belief, and self-esteem
- We provide an opportunity for young people to feel socially engaged and make new friends
- We include young people's views – they decide, they plan, they act, and they engage their peers.

How we do it

Our work can be broken down into the following categories;

Environmental Youth Work

- Youth for Sustainable Development and Peer Education Programme
- Environmental youth events, activities, and workshops
- Clubs Programme
- ECO-Youth Choices Health & Wellbeing
- International Youth Summit - #NoTimeToWaste
- Youth Climate Justice

Capacity Building and Training

- Green Youth Employment programmes
- Information and support provided to educators, youth leaders and young people
- Training including QQI accredited courses delivered to a wide audience
- Key Partner of the UNESCO Global Action Programme in Education for Sustainable Development

Awards

- Our Annual Young Environmentalist Awards

Other Activities

- Development of environmental education resources
- ECO-Sustainability Award for organisations
- Representation and advocacy for environmental education and education for sustainable development (ESD)





ECO-UNESCO Clubs & Volunteer Programme Coordinator

This is a great opportunity to join an organisation that is protecting the natural environment and making a real difference to the lives of young people. If you have a passion for our natural environment, for youth development and are enthusiastic and motivated with a background in sustainability, then we would love to hear from you.

Contract: Fixed Term – 10 months*

Probationary period: 6 months

Reporting to:	Operations & Development Manager
Location:	ECO-UNESCO'S Headquarters at 9 Burgh Quay, Dublin 2 with nationwide travel required.
Time	Full time (35 hours)
commitment:	Flexibility is required as the role includes evening and weekend work . Fixed Term Contract (<i>*this contract is linked to specific project funding from DCEDIY</i>)
Start Date:	Immediate
Salary:	Starting Salary scale €39,000 – €41,000. Starting salary dependent on experience

Benefits

- 21 days annual leave per year which increases annually to a maximum of 25 days per year.
- An employer matched pension scheme is available after a qualifying period.
- An Employee Assistance Programme is available to all staff.
- Use of a Mobile Phone & Laptop
- Access to company car (when needed for work travel purposes)
- Bike to work scheme & TaxSaver travel scheme
- Exam and study leave

About The Role

ECO- UNESCO seeks to employ a Programme Coordinator for our ECO-UNESCO Clubs & Volunteer programme. This is a position of responsibility within ECO-UNESCO, with line management responsibility.

Candidate Information Pack – Programme Coordinator – ECO-UNESCO Clubs and Volunteers
ECO-UNESCO | 9 Burgh Quay, Dublin 2, D02 FD85 | Phone +353 (1) 662 5491 | www.ecounesco.ie |
Email info@ecounesco.ie



You will coordinate the delivery of our ECO-UNESCO Clubs & Volunteer programme across Ireland. This includes supporting existing clubs and setting up new clubs in locations around Ireland. This will include recruiting and training of Volunteers to support the Clubs, recruitment of participants, with Volunteers and young people develop Clubs programmes and content; support in delivery of workshops, organising Clubs and Volunteer meetings and events. The ECO-UNESCO Clubs and Volunteer programme is a comprehensive programme funded by the DCEDIY through Volunteer Activation Fund

Key Responsibilities

Development and Implementation

- Developing, running, and overseeing the ECO-UNESCO Clubs and Volunteer programme & initiatives as outlined in the YSGS Volunteer Activation Fund application
- Support existing ECO-UNESCO Clubs and establish new Volunteer-Led ECO-UNESCO Clubs in regional locations.
- Coordinate the recruitment, retention and training of local Volunteers to support Clubs
- Roll out a series of Volunteer support sessions, trainings and networking events
- Develop, promote, and implement training programmes including adult and youth trainings.
- Assist with organisational events, including youth summits and the Young Environmentalist Awards.
- Research and write materials as needed.
- Develop and deliver identified outreach workshops.
- Coordinate international training programmes.

Promotion:

- Promote ECO-UNESCO's clubs, volunteer programme through talks and presentations.

Fundraising & Grant Writing

- Complete funding applications and reports.
- Identify additional funding opportunities for ECO-UNESCO's Clubs & Volunteers and development education programme and assist in ECO-UNESCO's response to these.

Other

- Maintain all relevant files and records, including Salesforce.
- Write/complete reports on a regular basis.
- Undertake any other such relevant duties as directed.
- Assist in delivery of ECO-UNESCO's other programmes as needed. Periodic assistance is required from all staff for our annual Young Environmentalist Awards, Youth Summits, and other large events.

This role description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and can be amended. ECO-UNESCO reserves the right to reassign staff as appropriate and necessary.

Person Specification

Qualifications

*Candidate Information Pack – Programme Coordinator – ECO-UNESCO Clubs and Volunteers
ECO-UNESCO | 9 Burgh Quay, Dublin 2, D02 FD85 | Phone +353 (1) 662 5491 | www.ecounesco.ie |
Email info@ecounesco.ie*



- 3rd Level Qualification in a related field – in sustainable development/environmental studies or science / ecology/biology/ geography/ education (**Essential**)
- An education or youth work qualification (**Desirable**)

Experience

- At least 2 years' work experience in direct work with young people (10-18); youth work, education, and/or environmental education/sustainable development and /or in a similar youth scheme/programme (**Essential**)
- Experience working with volunteers and in delivering youth programmes (**Essential**)
- Demonstrable organisation skills, having managed multiple priorities and adherence to deadlines (**Essential**)
- A strong interest in environmental education and working with young people (**Essential**)
- Budgetary management experience from initial planning through to end of project reporting (**Desirable**)
- A full, clean driving license (**Essential**)

Knowledge and Skills

- Knowledge of the youth work sector and education system in Ireland (**Essential**)
- Knowledge of education for sustainable development/development education in Ireland (**Essential**)
- Excellent organisational skills (**Essential**)
- Excellent communications and interpersonal skills (**Essential**)
- Excellent report writing, analytical and computer skills (**Essential**)
- Ability to work to tight deadlines and under pressure (**Essential**)
- Ability to manage a complex workload (**Essential**)
- Working knowledge of IT systems (**Essential**)
- Ability to critically analyse data and make appropriate decisions (**Desirable**)

Disposition

- Be a self-starter with a positive, can-do attitude (**Essential**)
- Be a problem solver and creative (**Essential**)
- Be dependable and flexible (**Essential**)
- Be able to take direction (**Essential**)
- Be committed to working as part of a team (**Essential**)
- Be committed to the values and principles of ECO-UNESCO (**Essential**)

ECO-UNESCO is an equal opportunities employer, and all employees are expected to develop an understanding of and commitment to equal opportunities.



How to apply

Please send a copy of a completed Application Form with a Cover Letter to: recruitment@ecounesco.ie

Please mark in subject line *Employment Opportunities – ECO-UNESCO Clubs & Volunteer Programme Coordinator*
(Private and Confidential)

Closing Date for Applications – **Friday 4th April 2025**

Interview Date – provisionally scheduled for **week commencing 07th April 2025**

Successful applicants may be requested to prepare a short presentation during the selection process.

Applicants may be placed on a panel for positions that may arise in the future.

By completing and submitting this form you consent to ECO-UNESCO processing the personal data provided to assess this application for employment. No further processing of your data will occur beyond this purpose. ECO-UNESCO will retain this application for up to 12 months, after which it will be deleted.

Due to the nature of this role, candidates will be subject to Garda Vetting.