Candidate Information Pack

Project Officer – Young Environmentalist Awards

ECO-UNESCO

2025

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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;

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

* 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 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 environmental behaviour.
* Advocating for environmental education, education for sustainable development, the natural environment and youth development.
* Promoting the ideals of UNESCO and working with like-minded 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, with 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 opportunities 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-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)

Opportunities at ECO-UNESCO

ECO-UNESCO seeks to employ a part-time **Project Officer** for our Young Environmentalist Awards (YEA) programme. This is a varied and challenging role, but one that rewards in equal measure.

**Contract:** 9 months - April 2025 – December 2025 *(\*can be extended, subject to ongoing funding)*

**Probationary period:** 6 months

About the YEA Programme

## The Young Environmentalist Awards is Ireland’s leading environmental awards programme for young people, recognising and rewarding their work in environmental protection through local environmental action projects. Involving over 4,000 participants each year, the Awards engage young people through schools, youth groups and communities across Ireland, supporting them to take action on environmental issues and celebrating their passion and creativity.

About The Role

## As Young Environmentalist Awards Project Officer, you will be responsible for assisting the Programme Coordinator in delivering the Young Environmentalist Awards (YEA), ECO-UNESCO’s flagship programme. In particular, this role will involve supporting and encouraging engagement in YEA across Northern Ireland. This will include outreach to schools, youth groups and community groups, delivery of YEA talks, and assisting in communications

The project officer will ensure the programme goals of environmental protection and youth empowerment are met throughout. The role has been made possible by our successful application to the Shared Island Civic Society Fund. The Shared Island Civic Society Fund promotes North-South cooperation by supporting civic society and community organisations. The initiative aims to:

* Strengthen existing partnerships and develop new cross-border links.
* Build connectivity across communities.
* Encourage collaboration for an inclusive and diverse island.

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| **Reporting to:** | YEA Programme Coordinator, ECO-UNESCO |
| **Location:** | Based in Northern Ireland, with flexibility to work from home, or be hosted at partner organisation Ulster Wildlife Trust at 10 Heron Rd, Belfast BT3 9LE, United Kingdom. Travel will be required to schools and other organisations across Northern Ireland, occasionally attending ECO-UNESCO’s Headquarters at 9 Burgh Quay, Dublin 2. |
| **Time commitment:** | Part-time (18.5 hours per week)  Flexibility is required as the role **may include evening and weekend work**. |
| **Start Date:** | As soon as possible |
| **Salary:** | €14,216 or £ 11,775 |

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
* Exam and study leave

Key Responsibilities

Programme Assistance and Support

Assist in all phases of the Young Environmentalist Awards (YEA) programme, Irelands all-island environmental awards programme for 10–18-year-olds including;

* + Promotion via social media, email, conferences and other promotional activities
  + Recruitment & Registration
  + YEA information provision via email communications and resource development
  + Developing and facilitating leader/teacher/youth trainings
  + Support of project groups over the phone and email
  + Support our goal to drive increased numbers of projects and participants taking part in the programme from secondary schools, youth groups, youth reach centres, and community groups across Northern Ireland.
* Support and up skill YEA Mentors and YEA groups in Northern Ireland in the use and implementation of the *‘6-Steps to Success’* framework for developing their local environmental action projects.
* Promote use of Young Environmentalist Handbook and produce other educational resources as required.
* Provide support and assistance in the organisation of ECO-Dens in four regions (semi-finals) and the Annual Young Environmentalist Final Showcase and Awards Ceremony.
* Assist in the monitoring and evaluation of the programme and its impact on an ongoing basis and carrying out an end of year evaluation and report.
* Assist the facilitation of specific funded YEA related programmes in conjunction with Local Authorities.
* Liaise with and support ECO-UNESCO’s other youth programmes to participate in the YEA programme.
* Provide support in the administration of the programme, including phone and email support for participating groups and associated IT systems.

Other

* Assist with delivery of ECO-UNESCO’s other programmes as needed.
* Provide regular reports to Management.
* Undertake any other such relevant duties as directed.
* Represent ECO-UNESCO on relevant ESD (Education for Sustainable Development) and DE (Development Education) bodies.
* Maintain all relevant files and records, including Salesforce.

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**

* 3rd Level Qualification in a related field – in sustainable development, environmental studies or science, ecology, biology, geography, education or similar (**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 in developing and delivering youth, education and training programmes (**Essential**)
* Demonstrable organisation skills, having managed multiple priorities and adherence to deadlines (**Essential**)
* A strong interest in the environment, international development and working with young people (**Essential**)
* A full, clean driving license (Essential)

**Knowledge and Skills**

* Knowledge of the youth work sector and education system in Northern 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 (**Essential**)
* Ability to work as part of a team (**Essential**)
* Knowledge of education for sustainable development/development education in Northern Ireland **(Desirable)**
* Knowledge of international development issues including climate justice & food security **(Desirable)**
* **Disposition**
* Be a self-starter with a positive, can-do attitude
* Be a problem solver and creative
* Be dependable and flexible
* Be able to take direction
* Be committed to working as part of a team
* Be committed to the values and principles of ECO-UNESCO

*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 to:** [**recruitment@ecounesco.ie**](mailto:recruitment@ecounesco.ie)

Please mark in the subject line *Employment Opportunities – YEA Project Officer (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.

Candidates, depending on the nature of the role, may be subject to Garda Vetting.

**ECO-UNESCO**

APPLICATION FOR EMPLOYMENT

Please complete all sections of the form. CVs are not accepted, and no application will be processed if the form is incomplete.

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| Position applied for: | Project Officer |
| Where did you see the post advertised? |  |

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| --- | --- |
| Personal Details | |
| Title |  |
| Forename |  |
| Surname |  |
| Address  *Please note, any successful candidate will have to be resident in Ireland upon taking up the position.* |  |
| Phone |  |
| E-mail |  |

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| --- | --- |
| Current or Last Employment | |
| Position |  |
| Employer |  |
| Date from/to |  |
| Summary of achievements |  |

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| --- | --- | --- | --- |
| Previous Employment (please add more rows if required) | | | |
| Employer: | From: | To: | Position: |
| Summary of achievements: | | | |
| Employer: | From: | To: | Position: |
| Summary of achievements: | | | |
| Employer: | From: | To: | Position: |
| Summary of achievements: | | | |
| Employer: | From: | To: | Position: |
| Summary of achievements: | | | |
| Employer: | From: | To: | Position: |
| Summary of achievements: | | | |

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| Education and Qualifications | | | |
| School/college /University… | From | To | Qualifications |
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| Language Skills | | | | | |
|  |  | Fluent | Moderate | Learning | None |
| ENGLISH (fluency essential) | Speaking |  |  |  |  |
|  | Writing |  |  |  |  |
| IRISH | Speaking |  |  |  |  |
|  | Writing |  |  |  |  |
| Add additional languages (with levels), or comments: | | | | | |

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| Relevant Experience  Detail how your skills and experience meet the requirements set out in the Job Description | |
| 3rd Level Qualification in a related field – in sustainable development, environmental studies or science, ecology, biology, geography, education or similar | Please provide details… |
| 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 | Please provide details… |
| Experience in developing and delivering youth, education and training programmes | Please provide details… |
| Demonstrable organization skills, having managed multiple priorities and adherence to deadlines | Please provide details… |
| Knowledge of the youth work sector and education system in Northern Ireland | Please provide details… |
| Relevant interests | Please provide details… |

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| Statement in support of your application  Please outline your motivation for applying for this post. |
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| Additional Questions | | | |
| If successful, what is the earliest date that you could start the job? | | |  |
| Do you hold a current, full, and clean Driving License valid in the Republic of Ireland? | | | Yes / No  (Desirable but not essential) |
| References  Please provide details of two referees, including your present or most recent employer. We will not contact your referees until we have contacted you and received your consent. Please ensure you have your referee’s permission to share their contact information. | | | |
| 1 | Name |  | |
| Position |  | |
| Address |  | |
| Tel. No. |  | |
| E-mail |  | |
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|  |  |  |
| --- | --- | --- |
| 2 | Name |  |
| Position |  |
| Address |  |
| Tel. No. |  |
| E-mail |  |

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| Declaration | |
| I declare that the statements made by me in this application are true and that the accuracy thereof shall be a condition of any contract of employment offered to me by ECO-UNESCO: | |
| Signature of Applicant |  |
| Date |  |

Please e-mail your completed form to [recruitment@ecounesco.ie](mailto:recruitment@ecounesco.ie) with *Employment Opportunities – Project Officer (Private and Confidential)* in the subject line.

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