



# Candidate Information Pack

Sessional Tutor

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 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, Education 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)

## Sessional Tutor

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: 2-3 months (4 – 6 hours per week)**

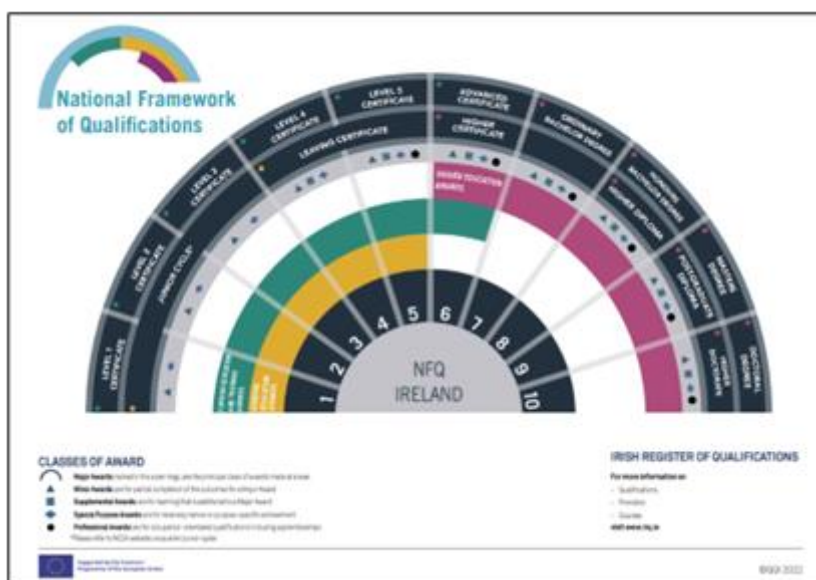
**Probationary period: Duration of the contract**

### About The Role

ECO-UNESCO seeks to engage a fixed term **sessional tutor** to deliver a QQI Level 5 course in Peer Education, which leads to a QQI Minor Award in Peer Education 5N2709. The tutor will deliver and assess this course in line with ECO-UNESCO's Quality Assurance procedures and using our teaching and learning strategies; cooperative, experiential and reflective learning. The tutor will also work closely with the Education and Training Coordinator to ensure the successful delivery and assessment of this course.

### About the QQI and the NFAQ

Quality and Qualifications Ireland (QQI) is responsible for the external quality assurance of further and higher education and training in Ireland. Awards issued by QQI are nationally and internationally recognised and are aligned to the National Framework of Qualifications (NFAQ) illustrated on the diagram below. We are proud to be a recognised QQI centre and take our quality assurance responsibilities very seriously. For more information on QQI please [click here](#) and for more information on NFAQ please [click here](#).



**Reporting to:** Education and Training Coordinator

**Location:** ECO-UNESCO'S Headquarters at 9 Burgh Quay, Dublin 2

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ECO-UNESCO | 9 Burgh Quay, Dublin 2, D02 FD85 | Phone +353 (1) 662 5491 | Email: [recruitment@ecounesco.ie](mailto:recruitment@ecounesco.ie)



**Time commitment:** Part Time (4 hours per week for 2-3 months), Fixed Term Contract  
Flexibility is required as the role **includes evening and occasional weekend work.**

**Start Date:** Immediate

**Salary:** €25-30 per hour dependant on experience

## Benefits

- Use of a Mobile Phone & Laptop
- Access to company car (when needed for work travel purposes)
- Bike to work & TaxSaver travel schemes



# Key Responsibilities

## Delivery and Assessment

- Deliver the L5 in Peer Education Course using the pre-prepared learning materials and session plans.
- Adapt learning activities to suit learner styles and preferences in line with ECO-UNESCO's teaching and learning strategies.
- Provide formative assessment to learners throughout the course
- Assess the L5 in Peer Education Course in accordance with the assignment brief provided.
- Provide detailed summative feedback to learners using the appropriate documentation and in line with deadlines set by the education and training coordinator.

## Other

- Tracking attendance of participants
- Carrying out 'catch-up sessions' with participants as needed
- Completing monitoring and evaluation activities on a regular basis
- Providing regular course updates to the Education and Training Coordinator.
- Assisting 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).
- Attending meetings including, but not exclusive to, Results Approval Panel, and External Authentication.
- Undertaking any other such relevant duties as requested

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 (minimum Level 8 on the NFQ or equivalent) (**Essential**).
- A recognised training qualification such as Train the Trainer (minimum Level 6 on the NFQ or equivalent) (**Essential**).

## Experience

- At least 2 years' experience in direct work and training young people (10-18); education and/or environmental education/sustainable development and /or in a similar youth scheme/programme (**Essential**)
- Demonstrable organization skills, having managed multiple priorities and adherence to deadlines (**Desirable**)
- Experience in assessment and knowledge of the NFQ (**Essential**)

## Knowledge and Skills

- Excellent facilitation, presentation, interpersonal and communication skills (**Essential**).
- Knowledge of education for sustainable development/development education in Ireland (**Desirable**)
- Excellent communications and interpersonal skills (**Essential**)
- Ability to manage a complex workload (**Essential**)
- Ability to work as part of a team (**Essential**)

## 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
- A strong interest in the environment, international development and working with young people

*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 – Sessional Tutor (Private and Confidential)*

*Closing Date for Applications – **11th April 2025***

*Interview Date – provisionally first interviews scheduled for **week commencing 14th April***

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.