**Roles and Responsibilities**

**Keep Northern Ireland Beautiful**

## General Information

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| Job Title: | **Eco-Schools Project Officer** |
| Employed by: | Keep Northern Ireland Beautiful |
| Reporting to: | Environmental Education Manager |
| Job Purpose: | Effectively manage Eco-Schools projects in Northern Ireland |
| Hours of Business: | Core hours 9am - 5pm |
| Location: | Based in Keep Northern Ireland Beautiful’s Belfast Office |
| Hours per week: | 30 hours |
| Term: | Maternity Cover |
| Salary: | £20,646 (pro rata) |

**Keep Northern Ireland Beautiful seek to appoint a highly skilled, experienced and enthusiastic person to assist in the successful delivery of the international Eco-Schools programme with an emphasis on delivering a wide range of administrative, information and communication functions as well as contributing to the successful delivery of projects.**

The post-holder will report directly to the Environmental Education Manager and will be responsible for maintaining all administration functions for Eco-Schools in Northern Ireland including organising assessments for the internationally recognised Green Flag award.

The post-holder will also work with existing educational, council and delivery partner organisations, assisting them in the further development of the Eco-Schools programme.

**CONTRACT**

This is a temporary maternity cover contract, as with all posts, is subject to ongoing funding.

**Authority**

* Commission work only in line with company procedures, and obtain best value at all times.
* Refer any media interest or potential news stories to your line manager.
* Operate within the organisation’s policies and procedures at all times.
* Only commission marketing channels in line with that agreed by the Chief Executive; must produce them in line with Keep Northern Ireland Beautiful information.

**Duties and Expected outcomes**

* Working with and providing support to all educational establishments,Local Authorities and partner organisations, encouraging them to become engaged in the Eco-Schools programme.
* Ensuring that schools are provided with all the necessary resources needed to implement the Eco-Schools programme in their school.
* Ensuring that information on the Eco-Schools and Keep Northern Ireland Beautiful websites, social media platforms and data-hub/Eco-Schools Zone is kept up to date.
* Undertaking Green Flag assessments as required.
* Coordinating all Green Flag assessments and assessors within the Eco-Schools programme.
* Delivering Eco-Schools training as required.
* Assisting in the development of new and existing programme activities, promotional material and teaching resources for the Eco-Schools programme.
* Assisting with coordination and delivery of Eco-Schools events including, but not limited to, Eco-School cluster group meetings, committee meetings, workshops and the Eco-Schools Conference.
* Providing administrative support to the Eco-Schools programme including preparation of quarterly reports for funders and sponsors.
* Preparing and maintaining information/logos/acknowledgements/links as agreed in contracts and letters of offer with sponsoring organisations.
* Managing budgets for specific projects.
* Representing Eco-Schools at conferences and meetings as required.
* Fulfilling other duties for Keep Northern Ireland Beautiful as required on occasion.

**Targets**

* Meeting all targets as agreed with funders/sponsors on time and within budget.
* Promoting the growth of Eco-Schools in NI.
* Maintain records and input data accurately.
* Prepare accurate, structured and well-written reports on work.
* Ensure that good relationships with stakeholders are established and maintained.
* Assist with other duties as may be required from time to time.

**General Information**

You will work within the Eco-Schools team in our office in Belfast. You will also work closely with other Keep Northern Ireland Beautiful staff.

Keep Northern Ireland Beautiful operates a 37.5-hour week, office hours being broadly 9am to 5pm. As this role is part-time role (30 hours per week) there is flexibility as to when the hours are worked, so long as this doesn’t hinder the effective delivery of the role. This may also require working different days/times from time to time.

The post-holder will be in contact with children. Hence, finalisation of the contract of employment is dependent upon the successful outcome of Access NI checks.

The post-holder must have access to a suitable means of transport to travel on occasion to schools, meetings and events to represent Eco-Schools.

**Person Specification**

**Qualifications, skills & experience**

**Essential**

* Educated to Degree level or demonstrable equivalent relevant experience
* Very well developed ICT skills, especially using the Microsoft Office Suite with 2 years demonstrable experience
* 1 years experience of using a CMS
* Excellent interpersonal skills, both written and oral
* 2 years project management experience
* 2 years track record of meeting deadlines and targets specifically in an administrative environment
* Access to a suitable means of transport to allow the functions of the role to be fulfilled

**Desirable**

* Hold a recognised qualification for teaching in Northern Ireland’s schools
* Experience of working in the voluntary sector
* Experience of managing IT and/or website development projects with service providers
* Membership of a relevant professional organisation
* A good understanding and interest in environmental/ sustainable development issues
* Knowledge of the education system/curriculum and the Eco-Schools programme in Northern Ireland

**Personal Qualities**

**Essential**

* Ability to work effectively both independently and as part of a team
* Display initiative and self-motivation to complete work unsupervised
* Enthusiastic attitude and flexibility in work patterns
* Ability to represent Keep Northern Ireland Beautiful and the Eco-Schools programme