



## **Roles and Responsibilities**

### **Keep Northern Ireland Beautiful**

#### **GENERAL INFORMATION**

<b>Job Title:</b>	<b>Environmental Hub Project Manager</b>
<b>Employed by:</b>	Keep Northern Ireland Beautiful
<b>Reporting to:</b>	Environmental Education Manager
<b>Job Purpose:</b>	Lead on implementation of key actions identified in the Strategy & Action Plan for Education for Sustainable Development, specifically the development of an online hub
<b>Hours of Business:</b>	Core hours 9am - 5pm, Monday to Friday.
<b>Location:</b>	Home-based/Belfast Office
<b>Hours per week:</b>	37.5
<b>Salary:</b>	£30,000
<b>Fixed Term:</b>	Potential to 31 <sup>st</sup> March 2025, subject to ongoing funding.

#### **CONTEXT**

**Keep Northern Ireland Beautiful’s strategic plan 2020-2025 states that we must go further faster together in making transformational changes that deliver sustainable lifestyles for all in our society.**

To help deliver this, we are seeking to appoint a dynamic individual to enthusiastically drive the development of an exciting new initiative; this project is a collaboration between Keep Northern Ireland Beautiful (KNIB) and Northern Ireland Environment Link’s (NIEL) Education for Sustainable Development Forum (ESDF). There are two interlinked and synergistic elements to this project, which together have the potential to (i) significantly elevate the public profile and promotion of environmental education opportunities and the associated benefits and; (ii) create the conditions for more streamlined delivery both within the eNGO sector and cross-sectorally in Northern Ireland.

This collaborative project seeks to implement a number of the key areas of action identified in the Strategy & Action Plan for Education for Sustainable Development, a number of these activities will be led by NIEL and are detailed under ‘Supplementary Information’ for your information only.

The Environmental Hub Project Manager will lead on the development of a ‘one stop’ hub for environmental education and action in NI, a key recommendation identified in the Strategy & Action Plan. The Environmental Action for Resilience, Transformation & Health (EARTH) Hub will be a new and dedicated online platform for organisations delivering, and seeking to provide opportunities for environmental education, environmental action, and skills development to various sectors of society. The Hub will have a multi-sectoral reach and impact, enabling more collaborative working and connectedness on environmental these activities across Northern Ireland. As this is a collaborative project, with sectoral wide reach and impact, the Environmental Hub Project Manager will be expected to work closely with the ESDF Officer, employed by NIEL.

The successful candidate will:

- Lead on the development of a brief for the IT build of a 'one stop' EARTH hub (online platform) for environmental education and action in NI, liaising closely with IT advisers throughout this process by end of March 2023;
- Work closely with ESDF Officer based at NIEL to convene a cross-sectoral Task & Finish Consultative Committee to inform development of the brief by end of March 2023.
- Coordinate and lead a comprehensive, cross sectoral consultation (including Education for Sustainable Development, Eco-Schools and Live Here Love Here networks) and undertake scoping exercise to inform the future functionality of the EARTH Hub by end of March 2023
- Work closely with ESDF Officer to research options for identification and development of targets and baselines around ESD, to include both 'Educators' and 'Learners', and set out how these would be monitored in the longer term via the EARTH Hub by end of March 2023.
- Dependent on continuation of funding, coordinate the development, build, promotion, official launch and ongoing functioning of the EARTH Hub by March 2025.
- Dependent on continuation of funding, work closely with environmental education partners (including Eco-Schools & ESDF partners) to develop updated resources to populate the Earth Hub by March 2025

## **DUTIES AND EXPECTED OUTCOMES**

- Effective and efficient delivery of the key activities of the KNIB-led 'Reimagining Education for Sustainable Development Northern Ireland Project's ensuring all key targets/deliverables are met by end of March 2023.
- Management of project budget, ensuring value for money and adherence to financial procedures.
- Effective and efficient delivery of required administrative functions, including regular and accurate reporting, and arranging any meetings as required.
- Maintaining strong and lasting relationships with existing and new partners.
- Representing Keep Northern Ireland Beautiful as and when required.
- Fulfilling other duties for Keep Northern Ireland Beautiful as required on occasion.

## **AUTHORITY**

- Commission work only in line with company procedures.
- Refer any media interest or potential news stories to the Communications Manager.
- Operate within the organisation's policies and procedures at all times.
- Only commission marketing channels in line with that agreed by your line manager.

## **TERMS AND CONDITIONS**

- The applicant will require access to a form of transport to allow them to fulfil the duties of the post; agreed travel costs will be met by Keep Northern Ireland Beautiful.
- Keep Northern Ireland Beautiful operates a flexible hybrid-working model; you will be required to attend relevant meetings at our office in Belfast. Travel throughout Northern Ireland, on occasion, may be required.
- Office hours being broadly 9am to 5pm; some flexibility is required to ensure the effective delivery of the role, which may require working different days/times from time to time, including weekends and evenings.
- IT equipment and support is provided for all staff to enable them to be efficient and effective in their work.
- Keep Northern Ireland Beautiful is currently in an experimental phase of trialling a 4-day workweek.

## **PERSON SPECIFICATION**

### **Qualifications, skills & experience**

#### **Essential**

- Educated to degree level
- Two years demonstrable experience of successful project management, including proven planning, organisational and reporting abilities, working to a brief, to tight timelines, budgets and quality standards.
- One years' experience of building and facilitating complex partnerships and relationships, including experience undertaking consultation/engagement activities
- Well-developed ICT skills, including the Microsoft Office suite.

#### **Desirable**

- Experience of developing IT-related briefs/project plans.
- Experience of environmental education/voluntary sector.

### **Knowledge & Understanding**

#### **Essential**

- Able to critically analyse information, interpret research and make recommendations.

#### **Desirable**

Knowledge of Environmental Education needs in Northern Ireland

- **Personal Qualities**

#### **Essential**

- Excellent interpersonal and assertiveness skills with the ability to communicate creatively, clearly and effectively, orally and in writing, with a range of target groups.
- Ability to work effectively both independently and as part of a team, and to perform to a high standard with the minimum of supervision, even when under pressure.
- Energy and drive to meet and exceed expectations
- A growth mind-set

## Supplementary Information Only:

The ESDF Officer appointed by NIEL will be responsible for the following activities:

- Develop and facilitate existing relationships among the Education for Sustainable Development Forum (ESDF) members to further Education for Sustainability (EfS) in NI.
- To create opportunities for partnerships between ESDF members and organisations outside of the forum; to deepen ESD as central pillars to environmental NGO offerings.
- To share, teach and model good practice through showcasing achievements with a 'Power to the Pupil' type event.
- Increase eNGO engagement and understanding of the NI curriculum.
- Increase educator skills in ESD; expanding on the most common ESD engagements by introducing other areas and actions that support sustainability.
- To research best practice and any other information that can assist eNGOs and educators to actively seek funding and support ,which will include contact with businesses and foundations.
- Communicate to the wider public and educational institutions about the ESDF and how it can support ESD learning.
- Train and support educators and university level teaching students in NI to embed ESD when meeting their curriculum requirements.
- Work on future resourcing of ESDF activities including seeking funding from variety of sources (businesses, charitable foundations etc)
- support for the KNIB staff member in facilitating ESDF members in supporting the consultations and IT brief development