



Candidate Information Pack  
Programme Coordinator – Youth for Sustainable  
Development  
ECO-UNESCO  
2024





## 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)





## Programme Coordinator – Youth for Sustainable Development

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 – 2 years\*

*(\*which may be extended subject to ongoing funding & satisfactory performance)*

**Probationary period:** 6 months

<b>Reporting to:</b>	Operations & Development Manager
<b>Location:</b>	ECO-UNESCO'S Headquarters at 9 Burgh Quay, Dublin 2 with nationwide travel required.
<b>Time commitment:</b>	Full time (35 hours) Flexibility is required as the role <b>includes evening and occasional weekend work.</b> Fixed Term Contract
<b>Start Date:</b>	Immediate
<b>Salary:</b>	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 Youth for Sustainable Development (YSD) programme. This is a position of responsibility within ECO-UNESCO, with line management responsibility. You will coordinate the delivery of our Youth for Sustainable Development (YSD) programme in Dublin and our regional clubs. This includes recruitment of participants, setting up clubs, developing content, planning and delivering workshops, rolling out training for Education for Sustainable Development and Youth Leadership, engaging youth organisations in the ECO-Sustainability Award, and other activities outlined in the Irish Aid funding application and Project Results framework.



## About the YSD Programme

The Youth for Sustainable Development programme is a comprehensive programme funded by Irish Aid's Global Citizenship Education Grant scheme which comprises:

- Non-formal youth groups/clubs built around the delivery of a 12-week programme run in various locations around the country. Participants take a deep dive into the key sustainability issues facing our world and learn how interconnected all our problems and solutions really are. At the end of the 12-week programme, they are supported in undertaking an action project on an environmental topic of their choosing.
- Progression path for participants who remain with the programme who can choose to take part in our Youth Leader programme, where they are given a leadership role and can co-facilitate sessions.
- QQI trainings - we offer participants QQI Level 5 Accredited Training in Peer Education. This elective element teaches participants to be self-confident facilitators and passionate advocates for environmental sustainability.
- Youth leader / worker training & capacity building which upskills trainers, youth workers and volunteers to support young people to take part in YSD clubs and the Young Environmentalist Awards.
- Whole organisation support for youth and community organisations using the ECO-Sustainability Awards.
- A Youth Summit and events around key international UN days to encourage YSD young people to come together to learn about and celebrate these key dates.





## Key Responsibilities

### Development and Implementation

- Developing, running, and overseeing the YSD Programme and support programmes & initiatives as outlined in the Irish Aid application and project results framework.
- Develop, promote, and implement training programmes including adult and youth trainings.
- Assist with organisational events, including youth summits and the Young Environmentalist Awards.
- Promote the establishment of ECO-UNESCO Clubs regionally; assist in volunteer recruitment, training, and support of clubs and YSD programme.
- Develop and implement the ECO-Sustainability Award for youth and community organisations.
- Deliver and run the YSD related QQI accredited training courses including delivery, project support, marking and administration of QQI courses in Peer Education and Introduction to Sustainable Development.
- Research and write materials as needed.
- Develop and deliver identified outreach workshops.
- Coordinate international training programmes.

### Promotion:

- Promote ECO-UNESCO's YSD and global citizenship education programme through talks and presentations.

### Fundraising & Grant Writing

- Complete funding applications and reports, including Irish Aid grant schemes.
- Identify additional funding opportunities for ECO-UNESCO's YSD 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.
- Represent ECO-UNESCO on relevant ESD and DE bodies.

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 (**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**)
- Budgetary management experience from initial planning through to end of project reporting (**Desirable**)
- A strong interest in international environment development and working with young people (**Essential**)
- A full, clean driving license (**Desirable**)

### 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**)
- Knowledge of international development issues including climate justice & food security (**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](mailto:recruitment@ecounesco.ie)**

Please mark in subject line *Employment Opportunities – YSD Programme Coordinator (Private and Confidential)*

Closing Date for Applications – **Sunday 21<sup>st</sup> July 2024**

Interview Date – provisionally scheduled for **week commencing 6<sup>th</sup> August 2024 (Monday 6<sup>th</sup> is a bank holiday)**

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.