

[Education For Sustainability](#) is seeking an experienced **Education Programme Manager** to lead and manage our Education for Sustainability (EfS) initiatives. This multi-faceted role includes overseeing and developing our in-school programmes, community projects, corporate workshops, and facilitator teams. Collaboration with stakeholders, relationship management, and effective use of project management tools are key to ensuring the success of our initiatives.



Education for Sustainability CLG is a non-profit social enterprise aimed at increasing climate literacy and fostering behaviour-change through educational programmes for schools throughout Ireland. Founded by Susan Adams in 2017, as a response to the escalating climate crisis and to the deficit of action-based climate action in schools, it is our mission to ensure that young people are educated about the climate crisis and that they have the knowledge, skills and tools to act for sustainable development now and in the future.

### **Our Services Include:**

- **8-week Climate Literacy Programme:** delivered in schools with facilitator visits, lesson plans, and digital workbooks.
- **Education Workshops:** Covering topics for schools, communities, and businesses.
- **Online Teacher Training:** Providing professional development for educators.
- **CSR Packages:** Tailored for businesses to meet their CSR goals.
- **Environmental Sustainability Schools Leaders Programme:** a one-stop-shop support to principals and school management to create a more sustainable school through the lens of curriculum, campus and community (*currently in pilot phase*)

### **CONTRACT DETAILS:**

**Location:** Shankill, Co Dublin, 1 day remote if required

**Job Type:** Full-time Mon-Fri, (35 hours)

**Annual Leave:** 25 days

**Reports to:** Susan Adams, CEO of Sustainability and Education

**Salary:** Dependent of prior experience €45,000- €48,000

## **Key Role Responsibilities:**

### **Programme Development & Management:**

- Oversee the delivery of our 8-week Climate Literacy Programme in primary and post-primary schools, ensuring facilitator visits are efficiently coordinated, scheduled and delivered effectively and that required resources and supports are provided.
- Support the team of part-time facilitators in their delivery of EFS programmes.
- Manage the delivery and development of the company's other current programmes in schools and communities and developing new educational programmes in these and in the corporate space.
- Oversee the planning, execution, and completion of projects within scope, time, and budget constraints.
- Develop brochures and flyers using Canva to communicate the programme offerings to schools, businesses, and stakeholders.
- Use our MYQUEST system to manage student and teacher engagement, ensuring registration and access to learning materials.
- Use our Mondays CRM to track and analyse school programme outcomes, identifying areas for improvement.
- Prepare regular programme reports to assess the impact of initiatives and provide insights for future developments
- Develop project plans, coordinating cross-functional teams, managing resources, and ensuring deliverables meet quality standards.

### **Stakeholder Engagement & Relationship Building:**

- Build and maintain partnerships with schools, NGOs, businesses, and funding bodies.
- Support in identifying and securing funding opportunities, essential for the sustainability of the programmes.
- Act as a key point of contact for educational bodies and partner organisations.
- Support the promotion of Education for Sustainability programmes via social media, newsletters, and outreach events.

### **Funding & Grant Management:**

- Research and support applications for grants and funding to support programme delivery.
- Maintain and nurture relationships with local authorities, philanthropic funders, and other relevant bodies.
- Write funding and impact reports for funders and stakeholders.

### The ideal candidate will have:

- At least 3-5 years of experience in programme coordination and management, ideally with a focus on sustainability or environmental education.
- Experience using CRM tools like Mondays for managing multiple projects & data.
- Strong project management skills, proficiency in scheduling and supporting of staff and programme delivery.
- Experience and skills using Google Suite, Zoom and Canva and, preferably, MYQUEST.
- Strong interpersonal skills to build and nurture relationships with schools, businesses, and community groups.
- Strong knowledge of, and passion for, current environmental sustainability issues and best practices in environmental education.
- Ability to design engaging workshops and programmes and to track effectiveness of same.
- A 3rd level qualification in education, pedagogy or project management is desirable.

### Application & Interview Process:

Closing Date for Applications:	<b>5pm Friday Sept 27th 2024</b>
Application Form:	<a href="https://forms.monday.com/forms/f1a6bf5da17363c1cfd5582f5d76e941?r=euc1">https://forms.monday.com/forms/f1a6bf5da17363c1cfd5582f5d76e941?r=euc1</a>
More Info:	Please email <a href="mailto:info@educationforsustainability">info@educationforsustainability</a> before 5pm on Thursday Sept 26th if you have any questions or need more information

**Find Out More About Us!**

Website: [www.educationforsustainability.ie](http://www.educationforsustainability.ie)

Socials: <https://linktr.ee/educ4sustain>