



PROGRAMME:	Safe Routes to School (SRTS)
ROLE:	SRTS Team Lead
SALARY:	Discussed at the offer stage
LENGTH OF CONTRACT:	Full-time for a period to (Jan 2024, further subject to funding)
REPORTING TO:	Tracey Lydon (Programme Manager)
LOCATION:	Hybrid (Home & Dublin Office)
APPLY TO:	Kayleigh Mulvey kmulvey@eeu.antaisce.org

Closing date for receipt of applications is Monday 6th February.

About:

Safe Routes to School is now recruiting **2 Full-Time Team Leads**. The post will be 32.75 hours per week but a degree of flexibility of working hours around evenings and weekends will be expected. This role is for a homeworker/remote worker who will be required to travel for meetings, audits, training, events etc.

Key Responsibilities:

This is an internal vacancy and is to be carried out in addition to the staff members current role.

- Manage a regional team of circa 6 staff members including:
 - Chair weekly regional team meetings
 - Plan in-person regional team meetings
 - Support regional staff in meeting KPI targets
 - Communicate, support, and celebrate staff achievements
- Work closely with other Team Leaders and report to the SRTS manager in relation to all aspects of the programme for that region.
- Proactively work on enhancing the understanding of the programme internally and externally.
- Support the ongoing development of the programme methodology and resources.
- Provide administrative support for management.



- Undertake any other such relevant duties as may from time to time arise and are considered appropriate

Please note that your responsibilities may be revised to reflect ongoing team needs or your own development needs.

Key Competencies

Teamwork:

Works collaboratively with colleagues to achieve programme goals; solicits input by valuing others' ideas and expertise; is willing to learn from others; supports and trusts in the experience of others; ability to listen to others and to take direction.

Planning, organising & managing uncertainty

Ability to develop clear goals that are consistent with agreed plans; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Understanding & communication of the programme

Clear understanding of the programmes focus and direction; ability to communicate clearly and effectively; to listen to others, tailor language, tone, style and format to match our audiences; demonstrate openness in sharing information and keeping people informed. Ability to identify information and knowledge-sharing opportunities and to engage a wide range of colleagues in realising these opportunities.

Commitment to the development & enhancement of the programme

Enthusiasm for the development and refinement of the programme.

Please submit your expression of interest in the programme by submitting a cover letter (max. 500 words) to **Kayleigh Mulvey** kmulvey@eeu.antaisce.org by Monday 6th February.



PERSON SPECIFICATION

Attributes	Attributes
Experience	
Experience of digital communications tools and platforms (Social media platforms and Analytics, Microsoft Office, Google Tools, Adobe Creative Suite, Media HQ, Wordpress, Mailchimp, CRM and project management tools)	Essential
Experience developing and managing relationships with a wide range of stakeholders.	Essential
Experience in strategic planning and delivery of engaging PR opportunities.	Essential
Experience working as part of a team, carrying out administrative work, report writing, and debriefing external agencies.	Essential
Knowledge, Skills & Aptitudes	
An interest in active and sustainable travel.	Essential
Awareness of governmental plans and policies which support the delivery of sustainable transport infrastructure.	Essential
Excellent written and verbal communication skills.	Essential
Excellent organizational and administrative skills	Essential
Creative visual communication skills and graphic design.	Essential
Knowledge and understanding of media.	Essential
Ability to deliver day-to-day communications activity using a range of communications tools to a variety of audiences.	Essential
Ability to organise and manage events.	Essential
Ability to manage a workload within tight deadlines.	Essential
Ability to think creatively and deliver engaging content.	
Disposition	
Be a self-starter	Essential
Be dependable and flexible	Essential
Be committed to working as part of a team	Essential
Be able to work on your own in your home environment	Essential
A clear understanding of the importance of confidentiality, diplomacy and tact.	Essential
Be prepared to travel as part of your work	Essential
Access to own transport with a clean driving licence	Essential
Awareness of the importance of, and commitment to, child protection policy and GDPR policy.	Essential
Accuracy and attention to detail.	Essential

Please submit your application to: kmulvey@eeu.antaisce.org by 4pm on Friday 25th November 2022.