



 An Taisce

ROLE:	Clean Coasts Coordinator, Eastern Region
SALARY:	€39,000 - €41,000 PER ANNUM
REPORTING TO:	Clean Coasts Programme Manager
LENGTH OF CONTRACT:	Full time (subject to funding)
LOCATION:	Hybrid/Dublin
APPLY TO:	kmulvey@eeu.antaisce.org

Closing date for receipt of applications is 5pm on 17th July 2024

An Taisce operates a number of highly successful environmental education projects and initiatives as part of its diverse portfolio. The Environmental Education Unit is the Irish national operator for all FEE programmes such as Green-Schools, Blue Flag and LEAF along with a variety of national initiatives like National Spring Clean and Clean Coasts.

This is an exciting opportunity to join the team of one our most successful, innovative and diverse programmes.

Clean Coasts creates a tangible improvement of Ireland's coastal environment by supporting over 2000 community groups to host beach clean-ups, empower volunteers, facilitating marine litter surveys and complete a range of environmental focused activities in their region.

Clean Coasts is now recruiting 1 Full Time Coordinator to oversee the implementation of this programme in the Eastern Region.

TASKS AND RESPONSIBILITIES

- Coordinate all Clean Coasts programme community activities within the region, included Think Before You Flush community activities and Clean Coasts' grant programme.
- Maintain high standard of communication and reporting in relation to community activities across the region.
- Support and supervise additional staff/support required on Clean Coasts programme in the region.
- Work closely with the Clean Coasts Manager to ensure the programme is delivered consistently throughout country.
- Support the ongoing development of the programme methodology and resources.
- Liaise with our existing partners in Local Authorities and other partners of the programme.



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- Monitor and evaluate development of the programme in the region.
- Provide administrative support for management.
- Undertake any other such relevant duties as may from time to time arise and are considered appropriate.

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 opportunities information and knowledge-sharing opportunities and to engage a wide range of colleagues in realising these opportunities.

Commitment to the development and enhancement of the programme

Enthusiasm for the development and refinement of the programme.

PERSON SPECIFICATION	
Attributes	
Qualifications and Attainments 3rd Level Qualification in environmental studies/ education/research	Essential
Experience	
5 years or more experience working with volunteers and community groups to achieve environmental action	Essential
Experience working as part of a team, carrying out administrative work, report writing, and debriefing external agencies.	Essential
Knowledge, Skills & Aptitudes	
Knowledge of Environmental Issues	Essential
A keen interest in marine environment and behaviour change practises	Essential
Excellent communications and interpersonal skills	Essential
Awareness of governmental plans and policies relating to marine environment	Essential
Expense of organising and managing events	Essential



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Ability to manage a workload with tight deadlines	Essential
Ability to think creatively and deliver engaging content	Essential
Excellent facilitation skills	Essential
Excellent computer skills including database management	Essential
Ability to manage a workload within tight deadlines	Essential
Ability to work with a wide range of stakeholders including schools, local authorities and other agencies.	Essential
Disposition	Essential
Be a self-starter	
Be dependable and flexible	
Be prepared to travel as part of your work	Essential
Be committed to working as part of a team	Essential
Tact and Diplomacy	Essential
Access to own transport with a clean driving license	Essential
Awareness of the important of, and commitment to child protection policy and GDPR policy	Essential
Accuracy and attention to detail	Essential
	Essential

How to apply:

Please submit a current CV and letter of application outlining your key relevant skills, experience and aspirations for the role to:
kmulvey@eeu.antaisce.org by 5pm on 17th July 2024.