



RE-Advertisement

Roles and Responsibilities Keep Northern Ireland Beautiful

GENERAL INFORMATION

Job Title:	Environmental Education Manager
Employed by:	Keep Northern Ireland Beautiful
Reporting to:	Head of Operations
Job Purpose:	Manage the Environmental Education Department. Lead the strategic development and expansion of the Eco-Schools programme and other environmental education initiatives across Northern Ireland.
Hours of Business:	Core hours 9am - 5pm
Location:	Belfast Offices
Hours per week:	37.5
Salary:	£27,000
Contract	Permanent subject to funding. Salary paid monthly in arrears
Deadline for applications	21st October 2019 at 12 noon. Applications received after this time will not be considered. Applications already received will be considered, reapplication is not required.

PURPOSE

Keep Northern Ireland Beautiful wish to appoint a skilled, enthusiastic and highly motivated manager to oversee and guide the strategic development of the Environmental Education Department at Keep Northern Ireland Beautiful.

The Environmental Education Manager will directly manage the following Foundation for Environmental Education (FEE) international programmes: Eco-Schools; Young Reporter's for the Environment and Learning About Forests. The Manager will also have responsibility for leading a number of other environmental education initiatives including, for example, the Translink Travel Challenge and the Wheelie Big Challenge and will deliver a wide range of agreed environmental education outcomes.

The Environmental Education Manager will develop effective relationships with new and existing educational, council and delivery partner organisations, funders and sponsors to

build the quality and reputation of our programmes and ensure continued growth in investment.

The nature of this post will at times require the successful candidate to work directly with the Chief Executive and the Head of Development, assisting in preparing new funding applications relating to environmental education and youth engagement.

AUTHORITY

All staff are expected to:

- Commission work only in line with company procedures, and obtain best value at all times.
- Refer any media interest or potential news stories to your line manager.
- Operate within the organisation's policies and procedures at all times.
- Only commission marketing channels (especially print) in line with those agreed by the Chief Executive.

KEY ACTIVITIES

MANAGEMENT

- Manage the Environmental Education Department, provide oversight to Departmental projects and programmes and manage staff within the sphere of responsibility.
- Line manage Eco-Schools; Young Reporter's for the Environment; Learning About Forests (LEAF) and other programmes as required.
- Tightly manage departmental and project budgets and ensure income generation to further develop environmental education work.
- Manage and support the Environmental Education network of contacts building strong relationships based on Keep Northern Ireland Beautiful's values and by providing thought leadership and a robust record of achievement.

COMMUNICATIONS

- Respond to all relevant enquiries.
- Prepare and disseminate reports to strict deadlines.
- Maintain relevant websites and contribute to social media content.
- Produce reports and information publications as required, using appropriate communications channels.
- Represent Keep Northern Ireland Beautiful on relevant groups and committees and at conferences.

ADMINISTRATION

- Meet all contractual obligations on time and within budget.
- Manage other staff, interns and volunteers as required.
- Respond to and initiate media contact for Keep Northern Ireland Beautiful on relevant topics.
- Cover all general office duties.

TRAINING

Develop (not necessarily directly deliver) training courses and workshops tailored to meet the needs of the Environmental Education Department. This function may be extended beyond this Department, working with the Senior Management Team and others to consider wider training needs and provision in the organisation.

DUTIES & EXPECTED OUTCOMES

- Develop relationships with all stakeholders to build the quality and reputation of the Environmental Education programmes delivered by Keep Northern Ireland Beautiful.
- Make recommendations, secure resources (including funding) and implement agreed actions to improve the programme delivery to increase the number of participating schools and the number of schools achieving the Eco-Schools Green Flag standard.
- Assist in the development of new and existing programme activities, promotional material and teaching resources for the Eco-Schools and other environmental education programmes.
- Support the Foundation for Environmental Education, the Department of Agriculture, Environment & Rural Affairs, local Councils, Delivery Partners, Assessors, other Educational Establishments, Funders and Sponsors and the Senior Management Team supplying relevant statistics, reports and other information as required.
- Line manage the Environmental Education Department, ensuring effective and efficient delivery of the administrative functions.
- Coordinate all Eco-Schools Green Flag assessments and assessors within the Eco-Schools programme and ensure that assessments are undertaken as required.
- Assist in the development of new and existing programme sponsorships, developing applications for funding from a variety of sources.
- Develop methods of measuring the impact of Eco-Schools and other environmental education programmes to enable Keep Northern Ireland Beautiful to monitor and evaluate the work of the department using robust data on environmental performance.
- Organise meetings, give presentations and run events relevant to the Environmental Education Department including, but not limited to, the Eco-Schools Conference, project celebration events and awards, delivery partner and cluster group meetings.
- Create a Youth Forum to give a voice and platform to young people and support the development of youth environmental leadership.
- Ensuring that environmental education information on the Eco-Schools and Keep Northern Ireland Beautiful websites, social media platforms and data-hub/Eco-Schools data zone is fit for purpose and kept updated.

- Publicise and promote all the environmental education programmes through various media, including production and dissemination of a monthly newsletter, to increase participation by schools.
- Assist in setting the Environmental Education Departmental budget.
- Fulfil other duties as required by the organisation as required.

TARGETS

- Deliver on all contract deliverables on time and within budget.
- Ensure relevant stakeholders/funders are made aware of relevant work of Keep NI Beautiful and opportunities for sponsorship are followed up.
- Produce reports on all activities undertaken.
- Generate sufficient income to maintain and then grow the Environmental Education Department.
- Increase participation in the Eco-Schools programme to meet targets set out in the Keep Northern Ireland Beautiful Strategic Plan 2020-2025.

GENERAL INFORMATION

- The person appointed will work from an office in Belfast. They will work closely with other Keep Northern Ireland Beautiful staff.
- It is essential that the applicant has access to a form of transport to allow them to fulfil the duties of this post. Agreed travel costs will be met by Keep Northern Ireland Beautiful.
- You may be required on occasion to travel outside of Northern Ireland to fulfil the duties of the post, including representing Keep Northern Ireland Beautiful at the Foundation for Environmental Education National Operator Meetings.
- The post-holder will have access to Keep Northern Ireland Beautiful resources including phone, printer, photocopier, and computer.
- IT support is provided for all staff to enable them to be efficient and effective in their work.
- Keep Northern Ireland Beautiful operates a 37.5 hour week, office hours being broadly 9am to 5pm.
- As the post-holder will be in contact with children this post requires the successful applicant to agree to police checks through Access NI. Finalisation of any contract of employment is dependent upon the successful outcome of these checks.
- This is an important role in a small organisation and on occasion you will be required to work outside of your normal working hours, for which time off in lieu will be given.

PERSON SPECIFICATION

Qualifications, Skills & Experience

Essential

- A relevant degree level qualification (in one or more of the following subject areas: education, outdoor/environmental education, environmental management, sustainable development or environmental policy) or at least three years equivalent relevant demonstrable experience.
- Three years staff management experience with proven ability to effectively motivate staff.
- Three years' experience of successful programme delivery.
- Track record of work income generation over a period of two years or more.
- Proven experience in successfully developing and maintaining productive external relationships.
- Excellent interpersonal skills, both written and oral, in a range of settings.
- Full current driving licence and/or access to a suitable means of transport to enable you to carry out the duties and responsibilities of this post.

Knowledge & Understanding

Essential

- Knowledge of the Northern Ireland education system, the curriculum and an understanding of its application.

Personal Qualities

Essential

- A high level of integrity and common sense alongside energy and drive to meet and exceed expectations.
- Ability to work effectively both independently and as part of a wider team.
- Enthusiasm coupled with a professional manner.

Desirable Criteria

- Hold a post primary teaching qualification recognised in Northern Ireland.
- Membership of a relevant professional organisation.
- Experience of teaching different age groups including preparation of lesson plans and teaching resources.
- Experience of working in the community & voluntary sector.
- Well-developed ICT skills, especially using the Microsoft Office suite and on-line CMS.
- An understanding of how local government is administered and its services delivered.

How to Apply:

For more information and an application form please visit www.keepnorthernirelandbeautiful.org or send an A4 SAE, with stamps to the value of 96p, to Applications, Keep Northern Ireland Beautiful, Bridge House, Paulett Avenue, Belfast, BT5 4HD.

Interviews will take place on the 24th October 2019. If required, second interviews will take place week commencing 4th November 2019.