



# NIRN

Rethink - Reuse - Repair

## **Northern Ireland Resources Network (NIRN)**

**Job Title:** Environmental Education Officer

**Responsible to:** Operations Manager of Northern Ireland Resources Network

**Responsible for:** To deliver the newly developed Zero Waste education programme, which aims to empower primary school children across Northern Ireland with practical knowledge and skills to significantly reduce waste. It seeks to encourage a deep understanding of sustainable practices, encouraging habits like reducing, reuse and repair, thereby normalising these habits in everyday life.

### **Key Duties and Responsibilities:**

#### **Training & Capacity Building:**

- Deliver training sessions/workshops to schools
- Conduct 'train the trainer' sessions for member organisations responsible for delivering portions of the school training programme.

#### **Programme Development & Design:**

- Collaborate with member organisations and local authorities in the further development and design of Zero Waste School Programme.
- Create programme materials, including content, in consultation with NIRN colleagues, participating schools, and NIRN member organisations.

#### **Programme Coordination & Logistics:**

- Coordinate effectively with both schools and member organisations to manage the logistics of all programme activities.

#### **Compliance & Safeguarding:**

- Ensure full compliance with all health and safety, safeguarding, and GDPR obligations when working within schools.

#### **Monitoring & Evaluation:**

- Conduct pre and post-project evaluations, including the compilation and submission of a comprehensive evaluation report and scoping of future projects. .

#### **Event Management:**



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- Organise and deliver programme launch and celebration events.

## **Employment Details**

**Hours:** Fulltime (35 Hours), Part time - (Min 28 hours per week) will also be considered.

**Salary:** £30,000 pa Full Time (Part Time hours will be pro rata, per annum)

**Contract :** A fixed term contract until 31st of March 2026, with potential to extend subject to satisfactory performance and programme funding

**Travel Expenses:** HMRC Fixed Rate

**Pension:** Company Pension Available

**Base: Home Based** Travel to meet organisational requirements across any location in Northern Ireland.

## **To apply for this position:**

**Please send CV and covering letter to [catherine@ni-rn.org](mailto:catherine@ni-rn.org) .Please outline in your covering letter how you meet all of the essential and any of the desirable criteria. DEADLINE: 12pm Friday 13th of June 2025**

## **EQUAL OPPORTUNITIES**

NIRN is committed to the principle of equality of opportunity. We will ensure that no one receives less favourable treatment on the grounds of colour, race, religious belief, political opinion, sex, marital status, disability, age, sexual orientation, family circumstance, pregnancy or maternity leave, gender, gender reassignment or ethnic or national origin. We welcome applications from all backgrounds.

**Applicants must have work authorisation for the UK.**

## **Data Protection**

NIRN is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently.



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## **PERSONNEL SPECIFICATION**

<b>Personnel Specification</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b><u>Qualification/Experience</u></b>		
<ul style="list-style-type: none"><li>• A relevant degree-level qualification</li></ul> <b>or</b> <ul style="list-style-type: none"><li>• A minimum of two years of proven experience working in the community sector</li></ul>	✓	
<ul style="list-style-type: none"><li>• Two years experience working in an environmental education/training setting</li></ul>		✓
<b><u>Knowledge and Experience</u></b>		
<ul style="list-style-type: none"><li>• Demonstrable experience of developing materials and creating content for training programmes- This includes proven experience in presenting information in an accessible and age-appropriate manner.</li></ul>	✓	
<ul style="list-style-type: none"><li>• Demonstrable ability to design, develop, and deliver engaging and interactive educational programmes and workshops to primary school-aged children.</li></ul>		✓
<ul style="list-style-type: none"><li>• Knowledge of the Circular Economy/Zero Waste principles</li></ul>		✓
<ul style="list-style-type: none"><li>• Communication Skills (Written &amp; Verbal): Able to deliver interactive and engaging presentations to various audiences</li></ul>	✓	



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<ul style="list-style-type: none"><li>• Proven ability to conduct effective 'train the trainer' sessions and build the capacity of other individuals or organisations to deliver educational content.</li></ul>		✓
<ul style="list-style-type: none"><li>• Demonstrable experience in monitoring and evaluating programme effectiveness, including data collection and report writing</li></ul>		✓
<b>Personal Qualities</b>		
<ul style="list-style-type: none"><li>• The ability to engage with a diverse range of people including primary school children, community groups and local council representatives.</li></ul>	✓	
<ul style="list-style-type: none"><li>• Strong organisational skills with the ability to effectively manage tasks, priorities, and deadlines</li></ul>	✓	
<ul style="list-style-type: none"><li>• Ability to collaborate effectively within a small team while also working independently to deliver programme targets</li></ul>	✓	
<b>Position requirements</b>		
<ul style="list-style-type: none"><li>• A flexible attitude to work and ability to attend work outside normal working hours.</li></ul>	✓	
<ul style="list-style-type: none"><li>• A full and current drivers licence with access to a vehicle - (this role will require the person to drive to different locations across a wide geographical area)</li></ul>	✓	



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