

Roles and Responsibilities

Keep Northern Ireland Beautiful



GENERAL INFORMATION

Job Title:	Environmental Education Resource Coordinator (Maternity Cover)
Employed by:	Keep Northern Ireland Beautiful
Reporting to:	Environmental Education Manager
Job Purpose:	Effectively coordinate and develop the resources required for a range of environmental education projects, and coordinate project delivery
Hours of Business:	Flexible business hours 8am - 6pm. Core hours 10am - 4pm Hybrid working policy (2 days in Belfast office per week)
Location:	Belfast Office & Home/Field-based You must already hold a permit to work in UK/NI if you do not live in UK
Hours per week:	37.5 (see below)
Salary:	£29,734 per annum
Term:	Temporary 9 months to end of April 2026 with possible 3 month extension
Applications Close:	Tues 15 th July 9am (may close early if high interest)
Interviews:	Thursday 24 th July, in person, in Belfast

Keep Northern Ireland Beautiful is currently trialling a 4 day working week, 30 hours, on full pay, however, please note, this can be withdrawn at any time.
For further information please email jobs@keepnorthernirelandbeautiful.org

PURPOSE

The Environmental Education (EE) Resource Coordinator will work to support Keep Northern Ireland Beautiful's aims, set out in our 2020-25 Strategic Plan, by coordinating and developing the resources required to deliver a range of environmental education projects and services. The post-holder will work to implement efficient processes, from the planning through to reporting. The post-holder will work closely with the EE Manager, ensuring the effective delivery of a range of functions for the EE department and also with Operations team to monitor progress, measure impact and report to funders.

DUTIES AND EXPECTED OUTCOMES

As well as coordinating the resource requirements for a range of organisation-wide projects, the EE Resource Coordinator will be required to work closely with the EE Manager in a support role,

being agile, organised and solutions focused, whilst being a point of contact on a daily basis for EE enquiries.

COORDINATION

- Coordination of resources to deliver agreed organisation-wide project outputs and outcomes on time and within budget. Playing a key role in the various stages of project delivery, from planning, creation and delivery through to reporting and disseminating key learning outcomes.
- Development of a variety of educational resources for use in primary and post primary settings.
- Communication with internal and external stakeholders on Environmental Education related projects.
- Training of key stakeholders on EE Resources and quality assuring delivery of same to ensure high quality, standardised delivery across all workshops.
- Delivery of EE Departmental functions, including administrative and communications, for example Social media content, support for E-newsletters, updating of data-bases and desk-based assessments
- Regular liaison with Operations Team on EE deliverables, including departmental reporting.

GENERAL

- As required, represent Keep Northern Ireland Beautiful at conferences, events and meetings
- Fulfil other duties for Keep Northern Ireland Beautiful as required on occasion.

AUTHORITY

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

GENERAL INFORMATION

The person appointed will be home/office-based, 2 days in our office in Belfast and 2 days from home, with a requirement to travel NI-wide on occasion. They will work in a collaborative manner with all other Keep Northern Ireland Beautiful team members.

IT support is provided for all staff to enable them to be efficient and effective in their work.

Keep Northern Ireland Beautiful operates flexible office hours between 8am and 6pm, with core hours between 10am and 4pm. Your normal days of work will be Monday to Friday but this is an important role in a small organisation and on occasion, you could be required to work outside of normal working hours.

The position is part funded through the DAERA Environment Fund.

ENVIRONMENTAL STEWARDSHIP

Keep Northern Ireland Beautiful is a community focussed organisation with a commitment to reducing its impact on the planet. A key approach in achieving this is through Carbon Literacy training for all employees. This programme, delivered in partnership with the [Carbon Literacy Project](#), raises awareness about the climate change challenge that we all face as well as the commitments we can make to behaviour change that will help reduce emissions.

New employees will be expected to attend Carbon Literacy training as part of their induction process and contribute to an ongoing dialogue within the organisation about how we can reduce our carbon impact and improve levels of sustainability.

PERSON SPECIFICATION

Qualifications, skills & experience

Essential

- Educated to Degree level or 3 years relevant experience
- 2 years project management/coordination experience
- A teaching qualification with minimum 1 years' teaching experience
- Minimum 1-year experience in development of educational resources
- Minimum 1-year experience of delivery of workshops
- 1 years staff supervision experience
- Developed ICT skills, including Microsoft Office Suite, with Excel experience
- Full current driving licence and access to a suitable means of transport to enable you to carry out the duties and responsibilities.

Desirable

- Post primary teaching experience
- Experience of Canva, Mail Chimp, MIS, CMS, project management software
- Experience of working in the voluntary sector

Knowledge & Understanding

Desirable

- Knowledge of behaviour change
- Knowledge of environmental matters

Personal Qualities

Essential

- A professional manner, with a high level of integrity
- Ability to work effectively both independently and as part of a wider team
- Energy and drive to meet and exceed expectations
- A growth mind-set
- Excellent interpersonal and organisational skills

