



This is a great opportunity to join an organisation that is protecting the natural environment and making a real difference to raise awareness around care and respect of the Irish countryside. If you have a passion for our natural environment and outdoor heritage and, are enthusiastic and motivated with education and training skills then we would love to hear from you

## **Education and Training Officer**

### **The Role**

Leave No Trace Ireland seeks to employ an Education and Training Officer. This is a position of significant responsibility within Leave No Trace Ireland, playing a key role in the development and delivery of Leave No Trace Training, Accredited Training programmes, coordination of the Accredited Training Network and range of non-formal workshops, events and training.

**Salary:** €36,000

**Hours:** 38 hours. Fixed contract.

**Period:** 3 year

**Closing Date:** 31st January 2022

**Reporting to:** CEO

### **Development and Implementation**

- Coordinating Leave No Trace Ireland's Accredited Training Network and National Training Programme
- Delivering induction training and ongoing trainer CPD and volunteer support training
- Design and coordination of custom educational programmes, projects and educational resources for a range of audiences including members
- Ensuring robust monitoring and evaluation is carried out on all educational activities
- Coordination of safeguarding and vetting for Leave No Trace Ireland
- Design and coordination of accredited training courses, delivery and leading engagement with academic partners
- Design and development of research and engagement with third level institutions and training
- Developing, delivering and promoting Leave No Trace Ireland's suite of youth training programmes and courses to a wide range of target groups including early years, primary level, youth and secondary level programmes
- Developing and delivering training programmes and courses to those who work with young people including youth leaders, educators, teachers, volunteers etc.
- Developing e-learning courses and programmes to ensure quality training is available to all regardless of location

- Supporting the Fundraising team to design new education and research grants
- Generating income through the promotion of Leave No Trace Ireland's training programme and workshops to schools, youth groups and interested parties
- Assisting with the development and delivery of Leave No Trace Ireland's workshops and events as needed

### **Promotion and Networking**

- Develop and implement PR and marketing for Leave No Trace Training and workshops to participants, key stakeholders etc.
- Establish a network with schools, universities, research and others with a view to future collaborative initiatives and strategic partnerships
- Representing Leave No Trace on relevant networks
- Supporting the Leave No Trace Education and Advisory Network

### **Report Writing**

- Assisting with grant funding applications and subsequent report writing
- Providing regular reports to Management on educational activities

### **Other**

- Assisting in other areas of Leave No Trace Ireland work as required

### **We Are Looking For Someone With**

- A high level of experience in outdoor and environmental education
- Excellent report writing and communication skills
- Experience of full project management from inception to delivery
- Ability to work on own initiative and to meet tight deadlines

### **Minimum Qualifications and Experience**

- A minimum of a degree or equivalent in outdoor education, ecology or a related biological/environmental science/biodiversity/heritage discipline
- Three year's work-experience working preferably with an environmental education or in the outdoor environmental sector
- Knowledge of Leave No Trace skills, techniques, and practices for different recreational activities and environments
- Experience in reporting and managing a wide range of projects from small to large scale
- Full, clean driving licence
- Broad knowledge of outdoor recreation environment (policy, provision and practice)

### **Personal Qualities**

- Courteous and professional manner in dealing with clients, statutory bodies and representatives
- Self-motivated with ability to initiate projects, establish methodologies, set timelines and ensure completion
- Meticulous in collation and filing of data as required
- Happy to work within a small team and flexibility to take on various tasks as required e.g. marketing and promotions

## Application Details

- 3-year contract
- A flexible schedule and a great work/life balance are part of our culture
- Based in Westport, Co Mayo (with flexible working conditions)
- Interested candidates should submit a copy of their curriculum vitae and cover letter to Rachel Shawe at [rachel@leavenotraceireland.org](mailto:rachel@leavenotraceireland.org). Leave No Trace Ireland is an equal opportunities employer
- **Closing Date:** 31st January 2022

## About Leave No Trace Ireland

Leave No Trace Ireland is an award winning not-for-profit company (with charitable status) made up of member organisations with a shared interest in encouraging responsible enjoyment of Ireland's natural environment and outdoor heritage. The Leave No Trace programme promotes and inspires responsible outdoor recreation through education, research, partnerships and volunteerism throughout the island of Ireland. Leave No Trace Ireland now seeks to appoint a dynamic Education & Training Officer to assist with the development of the Leave No Trace education programme.

Visit [www.leavenotraceireland.org](http://www.leavenotraceireland.org) for more details.