



Training and Administration Assistant

Job Description

Leave No Trace Ireland now seeks to appoint a dynamic Training and Administration Assistant to assist the development of the Leave No Trace Education Programme.

Salary: €18,000

Hours: Part-time, 3 days per week

Period: 12 month Temporary Fixed-Term Contract

Closing Date: March 23rd 2023

JOB PURPOSE

Reporting directly to the Education and Training Officer, the role will be responsible for coordinating and administering training programmes for the Leave No Trace Ireland.

ROLE AND RESPONSIBILITIES

- General and financial grant administration
- File management and data control
- Verbal, written and email communications on behalf of the Leave No Trace Ireland
- Support and/or management of events & meetings
- Coordination, scheduling and hosting internal and external meetings.
- PR and communications support including social media as required.
- Travel and social event management.
- Supporting the Manager and finance staff as needed.

ESSENTIAL EXPERIENCE AND SKILLS

- Relevant Qualification in training or business administration
- Three or more years' experience in a similar training and administration role
- Coordination of training programmes to various stakeholders and groups across Ireland or administration of schools' programmes.
- Coordination of training and educational resources
- Ability to engage with a wide range of stakeholders and volunteers.
- Preparation of reports and updates for management as required.
- Ability to communicate effectively, including presenting information clearly in both written and oral format.
- A high level of proficiency in the range of Microsoft Office programmes e.g., Word, Excel, PowerPoint, and Outlook.
- Strong planning and organisational skills
- Commitment to the conservation, appreciation, and enjoyment of the natural environment.
- Ability to work independently on own initiative.
- High level of motivation, energy, creativity, and professionalism
- Ability to attend events outside normal working hours.
- A positive, flexible disposition as well as the ability to deal with an evolving work programme.
- Full Driving license.

APPLICATION DETAILS

- **Position based at Westport, Co. Mayo** (with flexible working conditions). The post requires the ability to travel and attend regular meetings and events in Dublin and other locations countrywide.
- **Start date:** April 2023
- Interested candidates should submit a copy of their curriculum vitae and cover letter to Seamus Meagher at seamus@leavenotraceireland.org. Leave No Trace Ireland is an equal opportunities employer.
- **Closing Date:** 23rd March

ABOUT

Leave No Trace Ireland is a not-for-profit company made up of member organisations with a shared interest in encouraging responsible enjoyment of Ireland's natural environment. The Leave No Trace programme promotes and inspires responsible outdoor recreation through education, research, partnerships and volunteerism throughout the island of Ireland. Visit www.leavenotraceireland.org for more details.