



Leave No Trace Ireland is seeking a skilled Project Management Officer (PMO) to lead the charge in project excellence. As our PMO, you'll shape our project landscape, collaborate with passionate teams, and drive impactful initiatives.

Project Management Officer (PMO)

The Role

Project Management Officer (PMO) oversees project execution, promotes best practices, and collaborates with cross-functional teams to drive successful outcomes. They lead specific projects, ensuring seamless delivery and alignment with organizational goals.

Salary: €16,120 p.a.

Hours: 16 hours (2 days). Fixed contract.

Period: 3 year

Closing Date: 31st August 2024

Reporting to: CEO

Responsibilities:

- **Project Visibility and Communication:**
 - Maintain a comprehensive view of all ongoing projects
 - Monitor project updates, track status, identify any issues, escalate as needed to keep projects on track
 - Facilitate communication across project teams, ensuring alignment and transparency
- **Guiding Project Administrators:**
 - Assist project administrators in project planning, execution, and monitoring
 - Review project plans, schedules, and resource allocation
 - Ensure adherence to project management processes
- **Promoting Best Practices:**
 - Advocate for project management best practices across the organization
 - Develop and maintain project management guidelines, templates, and standards
 - Ensure project teams are proficient in relevant software tools and processes
- **Collaboration with Fundraising and Membership Team:**

- Work closely with fundraising team to align project goals with fundraising initiatives
- Facilitate communication between project teams and other departments
- **Project Execution:**
 - Lead and manage specific projects within the organization
 - Define project scope, objectives, and deliverables
 - Monitor project progress, identify risks, and implement corrective actions
- **Project Management Automation:**
 - Play an active role in the initial implementation of our project management automation solution, collaborating with the entire team to raise awareness and drive adoption
 - Conduct training sessions for project administrators to ensure proficient use of project management software
 - Continuously assess and adjust automation processes as needed

Requirements

- A passion for environmental issues and a strong commitment to Leave No Trace mission
- Strong communication, organizational, and problem-solving skills
- The ability to manage multiple priorities and deadlines effectively
- Ability to work on own initiative and to meet tight deadlines
- Strong analytical and problem-solving abilities
- Proficiency in project management software and tools

Minimum Qualifications and Experience

- Bachelor's degree in a relevant field (e.g., Business Administration, Project Management)
- Certification in project management (e.g., PMP, PRINCE2) is desirable
- Experience of full project management from inception to delivery
- Proven track record in managing portfolio of projects simultaneously

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 seamus@leavenotraceireland.org. Leave No Trace Ireland is an equal opportunities employer
- **Closing Date:** 31st August 2024

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.

Visit www.leavenotraceireland.org for more details.

Application Details

To apply for this role, please email seamus@leavenotraceireland.org with your CV and cover letter.

Closing Date: Saturday August 31st, 2024