

**Vacancy:
Part-time Education and Community Project
Officer**

**Cork
Environmental
Forum**
www.cef.ie



Cork Environmental Forum is looking for a self-employed, enthusiastic and positive individual with a passion for the environment, community and working with people across sectors to create change.

The candidate will be responsible for continuing and developing Cork Environmental Forum's education and community action programme, including delivery of the Global Action Plan. Core skills in facilitation, communication, administration, promotion, good IT, basic bookkeeping and the ability to work from home with personal access to computer, own transport and internet are required. Ability and experience in community work, publicity, media or marketing an advantage.

16 hours per week / 6 months renewable contract offered.

For further details see Job Description and Personal Specifications below.

Closing date: Tuesday July 28th 2009

Applications should be returned by email to info@cef.ie

or by post to

Bernie Connolly, Mount Carmel, Kilcolman, Enniskeane, Co. Cork

Please contact CEF at info@cef.ie , 086 821 6726 if you have any queries.

Contracted Officer Title: **Part time Education and Community Project Officer**

The Appointments Committee will assess candidates against their ability to meet the essential requirements of the job. Candidates will be assessed against their ability to meet the desirable requirements of the job in a competitive situation.

Candidates should explain how they meet each of the numbered requirements within their supporting statement.

JOB DESCRIPTION

1. Overall responsibilities

- 1.1 To deliver and oversee delivery of the Global Action Plan Programme to community groups around the county including establishing, supporting and developing 'eco teams' within each scheme and encouraging community action, particularly through other CEF activities.
- 1.2 To develop a volunteering programme for participants in Global Action Plan and other community projects and to create links between groups in the wider community.
- 1.3 To lead development of CEF strategy on delivery of Global Action Plan (or other programmes based on individual and group empowerment) to householders, public bodies, schools and businesses.
- 1.4 To be the main point of contact between Global Action Plan Ireland, CEF and other relevant stakeholders and to provide regular updates to the CEF Management Committee.
- 1.5 In conjunction with colleagues to assist in the development of new CEF activities and volunteering opportunities.

2. Specific duties

- 2.1 To deliver community workshops and stimulate participants to engage in pro-environmental activity ranging from the development of their outdoor communal spaces to making practical changes to their environmental behaviour.
- 2.2 To oversee a small team of Global Action Plan facilitators capable of delivering programmes as above to a consistently high standard throughout the county.
- 2.3 To link these workshops and activities where possible with other CEF activities.
- 2.4 To research and apply for sponsorships, grants and other funding opportunities.
- 2.5 To promote the CEF Environmental Education project and associated volunteering programme to the four pillars of County Cork society.
- 2.6 To actively create links with other volunteer groups and programmes.
- 2.7 To work with the CEF Development Coordinator and Management Committee to develop a broad educational strategy for Cork Environmental Forum.
- 2.8 To assist in monitoring, evaluation and data collection for CEF educational activities and volunteering programme.
- 2.9 To contribute to the process of skills sharing and continuous learning at Cork Environmental Forum and the development of our community work.
- 2.10 To carry out any other reasonable duties identified by the CEF Management Committee.
- 2.11 To report to the Cork Environmental Forum Development Coordinator and attend/report at Management Committee meetings as required.

PERSONAL SPECIFICATION

REQUIRED

DESIRABLE

Skills and Effectiveness:

- | | |
|---|---|
| 1. Facilitation skills | 1. Ability to work with and communicate with a wide variety of people |
| 2. Effective communication skills | 2. Familiarity with media and publicity work |
| 3. Ability to meet challenging deadlines and work with competing demands | 3. Ability to analyse complex issues and information |
| 4. Ability to work successfully with external organisations including representatives from different sectors and sponsors | |
| 5. Effective fundraising skills & budgeting | |
| 6. Accuracy | |
| 7. Good administration and office practices, telephone, maintaining records, filing etc. | |
| 8. Ability to work unsupervised from own base | |

Knowledge:

- | | |
|--|---|
| 9. Project coordination/management | 4. Broad knowledge of environmental issues and viewpoints |
| 10. Managing a portfolio of tasks | 5. Geography of Cork City & County |
| 11. Understanding of environmental issues | 6. Publishing leaflets and reports |
| 12. Ability to use software to present information clearly to a range of audiences - Microsoft Office in particular. | 7. Knowledge and experience of online social networking |

Experience/Achievements:

- | | |
|---|--|
| 13. Leading and facilitating workshop sessions/focus groups | 8. Experience of working with voluntary groups |
| 14. Experience of managing projects | |
| 15. Working successfully with a wide range of stakeholders | |
| 16. Independent research and detailed analysis | |
| 17. Preparing reports for Project Teams/ Project Boards | |

Qualifications/Professional Memberships:

9. Relevant Educational Qualifications

Other requirements of the job:

- Ability to travel efficiently around Ireland in order to carry out duties
- Ability to accommodate unsociable hours at peak workload times/evening meetings
- Ability to accommodate home-working (applies to self employed applications)