



Candidate Information Pack

Training and Education Coordinator

ECO-UNESCO

2025





About ECO UNESCO

We are Ireland's leading environmental education, training and youth organisation and a Quality and Qualifications Ireland training Centre (QQI), working with over 10,000 young people annually. We seek to raise awareness of environmental issues by channelling the passion, creativity and energy of young people into positive environmental action. ECO-UNESCO delivers a wide range of youth, education, and training programmes across Ireland to promote the personal development of young people through practical environmental projects. Through our range of programmes and services we inspire, educate, empower and support young people to act.

We work;

- across the island of Ireland.
- to protect the environment and empower young people.
- with young people in formal and non-formal settings, in secondary schools, youth services and communities across Ireland through our Young Environmentalist Awards, workshops, trainings or one of our affiliated ECO-UNESCO Clubs.
- and with partners in Europe and internationally.

"Our vision is a sustainable world where young people are actively engaged in protecting the environment."

Our Mission

Our mission is to protect the natural environment and empower young people by developing their knowledge, skills and confidence that channels their passion into positive and creative actions that helps create a sustainable planet.

We do this by;

- Raising awareness, understanding and knowledge of the natural environment among young people.
- Engaging, inspiring and empowering young people by facilitating their personal development and well-being through practical environmental projects, activities and skills development.
- Promoting the protection and conservation of the environment by empowering young people to lead in action-oriented environmental projects and activities and by promoting positive environmental behaviour.
- Advocating for environmental education, education for sustainable development, the natural environment and youth development.
- Promoting the ideals of UNESCO and working with like-minded organisations in Europe and globally.

Our Values

We have **respect** for young people, our participants, volunteers, employees and our stakeholders. In our work we have a **passion** for the environment and for our young people, with an acknowledgement that the natural environment plays an important role in all our lives and in the development and education of our young people. We value youth-led approaches, creativity and innovation, action-based learning and **fun**, as we work together to protect the environment and impact the lives of young people.

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ECO-UNESCO | 9 Burgh Quay, Dublin 2, D02 FD85 | Phone +353 (1) 662 5491 | Email: recruitment@ecounesco.ie

What we do

ECO-UNESCO's programmes empower and support young people to take action to protect and conserve the natural environment.

- We take a youth-centred approach and promote learning for, about and in the environment
- We develop leadership skills, confidence, self-belief and self-esteem
- We provide opportunities for young people to feel socially engaged and make new friends
- We include young people's views – they decide, they plan, they act, and they engage their peers.

How we do it

Our work can be broken down into the following categories;

Environmental Youth Work

- Youth for Sustainable Development and Peer Education Programme
- Environmental youth events, activities, and workshops
- Clubs Programme
- ECO-Choices Health & Wellbeing
- International Youth Summit - #NoTimeToWaste
- Youth Climate Justice

Capacity Building and Training

- Green Youth Employment programmes
- Information and support provided to educators, youth leaders and young people
- Training including QQI accredited courses delivered to a wide audience
- Key Partner of the UNESCO Global Action Programme in Education for Sustainable Development

Awards

- Our annual Young Environmentalist Awards

Other Activities

- Development of environmental education resources
- ECO-Sustainability Award for organisations
- Representation and advocacy for environmental education and education for sustainable development (ESD)



Training and Education Coordinator

This is a great opportunity to join an organisation that makes a real difference to the lives of young people. If you have a passion for our natural environment, for youth development and are an enthusiastic and motivated educator with a background in accredited qualifications and sustainability, then we would love to hear from you.

Contract: 3 years (may be extended subject to funding)

Probationary period: 6 months

About The Role

ECO-UNESCO is seeking a dynamic and experienced **Training and Education Coordinator** to lead and grow our portfolio of educational programmes. This role involves overseeing the development and delivery of ECO-UNESCO's training offerings, including QQI-accredited qualifications, educator training, and youth employability initiatives. The coordinator will also manage the implementation of training programmes supported through various funding streams, ensuring high-quality delivery, impact, and alignment with organisational goals.

Reporting to:	Operations & Development Manager
Location:	ECO-UNESCO'S Headquarters at 9 Burgh Quay, Dublin 2 with nationwide travel required.
Time commitment:	Full time (35 hours)
Start Date:	Immediate
Salary:	Starting Salary scale €39,535 – €43,000. Starting salary dependent on experience

Benefits

- 21 days annual leave per year which increases annually to a maximum of 25 days per year.
- An employer matched pension scheme is available after a qualifying period.
- An Employee Assistance Programme is available to all staff.
- Use of a Mobile Phone & Laptop
- Access to company car (when needed for work travel purposes)
- Bike to work & TaxSaver travel schemes

Key Responsibilities

Development and Implementation

- Drive the growth of ECO-UNESCO's QQI accredited course development and delivery.
- Oversee QQI Quality Assurance processes including course validation, internal verification, and coordination with external authenticators. Support tutors and staff through QA procedures & assessments and contribute & assist the Education and Training Committee (ETC).
- Develop and deliver ECO-UNESCO's non-accredited training programmes for youth leaders, educators, teachers, and volunteers. Design courses with principles and methodology of ESD and a strong focus on co-production and collaboration.
- Ensure the quality and consistency of ECO-UNESCO's courses, employability programme, and educator training, including the delivery of staff inductions and continuous professional development (CPD).
- Coordinate, deliver, and promote ECO-UNESCO's Employability Programme, including recruitment and outreach to diverse target groups aged 18–25, as required by organisational needs and available funding.
- Assist in identifying and securing funding through grant applications and by contributing to self-generated income streams. This includes promoting ECO-UNESCO's training offerings, developing engaging content, and supporting the sales and delivery of paid programmes.
- Contribute to organisational sustainability by achieving income generation targets through corporate engagement and programme offerings.
- Lead on the booking and delivery of Training and Education programmes.

Promotion:

- Promoting ECO-UNESCO's suite of courses including the QQI accredited courses, employability programme, educator training (outside of current programme offerings) and other training (outside of current programme offerings, for learners ages 18-25) to participants and key stakeholders.

Funding and Report Writing

Assisting with grants related to Training and Education from a range of sources and subsequent report writing.

Other

- Ensuring robust Monitoring & Evaluation is carried out on all activities planned, coordinated and delivered as outlined above.
- Providing regular reports to Management on accredited courses, employability programmes, and educator training.

- Undertaking any other such relevant duties as directed and assisting in other areas of ECO-UNESCO work as required.
- Representing ECO-UNESCO on relevant ESD and DE bodies.
- This role description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and can be amended. ECO-UNESCO reserves the right to reassign staff as appropriate and necessary.

Person Specification

Qualifications

- A 3rd Level Qualification in a related field incl. environment, natural sciences, sustainable development, geography etc **(Essential)**.
- A 3 Level education qualification **(Essential)**.

Experience

- At least 3 years' work experience in training/ education / youth work and/or environmental education. **(Essential)**.
- Experience in environmental education and/or sustainable development. **(Essential)**.
- Experience in developing and delivering education and training programmes including accredited trainings **(Essential)**.
- Experience with engaging with QQI as an accredited training centre, overseeing the validation and revalidation processes and course development, delivery and administration **(Essential)**.
- Demonstrable organization skills, having managed multiple priorities and adherence to deadlines **(Essential)**.
- Budgetary management experience from initial planning through to end of project reporting **(Desirable)**.
- A strong interest in the environment and working with young people **(Essential)**.
- A full, clean driving license **(Desirable)**.

Knowledge and Skills

- Knowledge of Education for Sustainable Development, Environmental Education and/or the youth work sector and education system in Ireland **(Desirable)**.
- Direct experience of engaging with QQI around the validation of accredited training courses **(Essential)**.
- Excellent organisational skills **(Essential)**.
- Excellent communications and interpersonal skills **(Essential)**.
- Excellent report writing, analytical and computer skills **(Desirable)**.
- Ability to work to tight deadlines and under pressure **(Essential)**.
- Ability to manage a complex workload **(Essential)**.
- Working knowledge of IT systems, including CRM systems **(Desirable)**.
- Ability to critically analyse data and make appropriate decisions **(Essential)**.

Disposition

- Be a self-starter with a positive, can-do attitude **(Essential)**.
- Be a problem solver and creative **(Essential)**.
- Be dependable and flexible **(Essential)**.
- Be able to take direction **(Essential)**.
- Be committed to working as part of a team **(Essential)**.
- Be committed to the values and principles of ECO-UNESCO **(Essential)**.

ECO-UNESCO is an equal opportunities employer, and all employees are expected to develop an understanding of and commitment to equal opportunities.



How to apply

Please send a copy of a completed Application Form to: recruitment@ecounesco.ie

Please mark in the subject line *Employment Opportunities – Training and Education Coordinator (Private and Confidential)*

Closing Date for Applications – Sunday 8th June 2025

Interview Date – provisionally scheduled for week commencing 9th June 2025

Successful applicants may be requested to prepare a short presentation during the selection process.

Applicants may be placed on a panel for positions that may arise in the future.

By completing and submitting this form you consent to ECO-UNESCO processing the personal data provided to assess this application for employment. No further processing of your data will occur beyond this purpose. ECO-UNESCO will retain this application for up to 12 months, after which it will be deleted.

Candidates, depending on the nature of the role, may be subject to Garda Vetting.