



# Candidate Information Pack

Youth Project Officer  
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 conserve the environment and empower young people.
- with young people in formal and nonformal 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.

## 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)



## Project Officer

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

**Contract:** 2 years Fixed term (*\*subject to ongoing funding*)  
**Probationary period:** 6 months

### About The Role

ECO-UNESCO seeks to employ a **Project Officer** for our youth programmes. You will assist with the delivery of our youth programmes including Youth for Sustainable Development (YSD); Youth Climate Justice and as youth programme needs arise and support on the recruitment of participants, setting up clubs, developing content, planning and direct workshop delivery.

This is a position of responsibility within ECO-UNESCO.

### About ECO-UNESCO's Youth programmes

ECO-UNESCO delivers a wide range of youth programmes aimed at upskilling young people and empowering them to take action around sustainability issues.

Our youth programmes include - the Youth for Sustainable Development (YSD) programme is a non-formal youth club running in various locations around Ireland. The core of the programme is built around the delivery of a 12-week programme consisting of workshops, talks, events and games. Participants take a deep dive into the key sustainability issues facing our world and learn how interconnected all our problems and solutions really are. Throughout the 12-week programme, they are supported in undertaking an action project on an environmental topic of their choosing. We offer participants QQI Level 5 Accredited Training in Peer Education. This elective element teaches participants to be self-confident facilitators and passionate advocates for environmental sustainability. Our youth programmes also include the Youth Climate Justice programme aimed at building advocacy and leadership skills in young people.

<b>Reporting to:</b>	Youth for Sustainable Development and Climate Justice Programme Coordinator
<b>Location:</b>	ECO-UNESCO'S Headquarters at 9 Burgh Quay, Dublin 2 with occasional travel required.
<b>Time commitment:</b>	Full time (35 hours), Fixed Term Contract Flexibility is required for this role as there is regular <b>evening and weekend work involved.</b>
<b>Start Date:</b>	Immediate
<b>Salary:</b>	Starting salary scale €32,000 - €34,000. Salary dependant on experience

### Benefits

- 21 days annual leave per year which increases annually to a maximum of 25 days per year.

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- 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
- Exam and study leave

## Key Responsibilities

### Development and Implementation

- Assisting the running of ECO-UNESCO's Youth programmes including Youth for Sustainable Development; Youth Climate Justice and other programmes as the need arises.
- Promoting the establishment of ECO-UNESCO /YSD clubs regionally; assisting in volunteer recruitment, training, and support of clubs and liaising with partner organisations.
- Developing, promoting, and implementing training programmes in Education for Sustainable Development and Climate Justice for young people and youth leaders.
- Organising events including workshops and seminars.
- Assisting in the delivery and running of leader training course and in QQI accredited training courses including, project support, marking and administration where applicable.
- Researching and writing materials as needed
- Assisting in the implementation of the ECO-Sustainability Award for youth and community organisations.
- Developing and delivering identified outreach workshops
- Supporting in other ECO-UNESCO programmes as required

### Promotion

- Promoting ECO-UNESCO's programmes including YSD and Climate Justice through talks and presentations.

### Other

- Updating participant information in Salesforce
- Completing Monitoring and Evaluation activities on a regular basis
- Undertaking any other such relevant duties as directed
- Assisting delivery of ECO-UNESCO's other programmes as needed. Periodic assistance is required from all staff for our annual Young Environmentalist Awards, Youth Summits, and other large events.
- Representing ECO-UNESCO on relevant ESD and DE bodies.
- Providing regular reports to Management on educational activities.

*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

- 3rd Level Qualification in a related field – in sustainable development/environmental studies or science/ecology/biology/ geography/ education (**Essential**)
- An education or youth work qualification (**Desirable**)

## Experience

- At least 2 years work experience in direct work with young people (10-18); youth work, education and/or environmental education/sustainable development and /or in a similar youth scheme/programme (**Essential**)
- Experience in developing and delivering youth, education and training programmes (**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, international development and working with young people (**Essential**)
- A full, clean driving license (**Essential**)

## Knowledge and Skills

- Knowledge of the youth work sector and education system in Ireland (**Essential**)
- Knowledge of education for sustainable development/development education in Ireland (**Essential**)
- Knowledge of international development issues including climate justice (**Essential**)
- Excellent communications and interpersonal skills (**Essential**)
- Excellent report writing, analytical and computer skills (**Essential**)
- Ability to manage a complex workload (**Essential**)
- Ability to critically analyse data and make appropriate decisions (**Desirable**)
- Ability to work as part of a team (**Essential**)

## Disposition

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

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