



Candidate Information Pack
Programmes, Services & Sales Coordinator
ECO-UNESCO
2025





About ECO UNESCO

We are Ireland's leading environmental youth education and training 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 and 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, and 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 an opportunity 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-Youth 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)

Programmes, Services & Sales Coordinator

This is a great opportunity to join an organisation that is educating and empowering young people to take action and protect the natural environment. If you have a passion for sustainable development and the environment, with education, training, sales and marketing skills and want to promote and deliver our wide range of educational workshops to schools, youth organisations and individuals, then we would love to hear from you.

Contract: Fixed Term – 1-year fixed term*

(*The intention is to extend the position subject to ongoing funding & satisfactory performance)

Probationary period: 6 months

About The Role

ECO-UNESCO seeks to employ a Programmes, Services & Sales Coordinator.

The aim of the role is to build our programmes and services in particular our workshops as well as supporting regional growth. The role will play a role in the growth of programmes and self-generated income, development of relationships and partners as a key part of this as well as working closely with the senior management team. The role will support the sales, promotion, and delivery of ECO-UNESCO's wide range of online and in-person education, training and workshops programmes.



This is a middle manager position within the organisation and applicants should be able to demonstrate the ability to take on such responsibility.

Reporting to:	Operations & Development Manager <i>(with a dotted line to the National Director)</i>
Location:	ECO-UNESCO'S Headquarters at 9 Burgh Quay, Dublin 2 with occasional travel required.
Time commitment:	Full time (35 hours). Flexibility is required as the role may include evening and weekend work. Fixed Term Contract
Start Date:	Immediate
Salary:	Starting salary scale 41,355 – 45,000 (starting salary depending 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 scheme & TaxSaver travel scheme
- Exam and study leave



Key Responsibilities:

- Sales and promotion: successful promotion and sales of our range of educational and training programmes and recruitment of participants, including support for our school membership programme and training programme.
- Team player and Sales Support: working as a team, with the ECO-UNESCO Environmental Youth Officers to increase participation in our full range of workshops and educational programmes, including in-person and online. In addition, working alongside the Training and Education Coordinator to increase participation, sales and self-generated income from our training courses including QQI trainings.
- Delivery of workshops: experience and confidence to manage and deliver our workshops to a wide range of youth audiences in collaboration with the Environmental Youth Officers.
- Regional development of programmes & Services- drive the implementation of the regional plan.
- Adapting to market needs: Develop tailored packages for a number of audiences, ensuring equal access to all schools and youth organisations, irrespective of location and opportunity.
- Highest standards of delivery: Ensure continued levels of quality delivery and impact amongst participants including QQI.
- Educational programmes support and administration: Support for our range of educational programmes and workshops, including experience with CRM systems, administration to ensure smooth running of the promotion, sales and delivery of workshops, managing the online ECO-Academy platform in conjunction with the Environmental Youth Officer.

Revenue Generation, Grant Writing & Promotion

- To achieve revenue generation targets for programme delivery including workshops, resources, training.
- To build a sales pipeline through the development and implementation of a promotional plan, ensuring the maximum number of schools and youth groups are aware of, and engage with, our offerings.
- To ensure schools and youth groups we currently work with are made aware of and are encouraged to engage with all relevant ECO-UNESCO programmes.
- To build a team of facilitators, trainers and tutors, in line with income generation and the ECO-UNESCO strategic plan, to support the growth and expansion of the education programmes.
- To assist with the writing and submission of grant applications and reporting.

Education Programmes:

Workshops Programme

- To support and develop our Learning 2 Change Workshop programme through our current key funding arrangements.
- Develop further funding streams for the workshops programme through local authority, community partnerships, and other funders.
- In conjunction with the Environmental Youth Officers, deliver outreach workshops and training including ad hoc requests for a selection of partners such as the Anti-Litter Fund, Environmental Protection Fund, and others.



- To ensure all funded workshop commitments are met, to include direct delivery elements, learning outcomes and client satisfaction.
- To grow and develop our relationships with schools and youth groups with a view to increasing their uptake of our workshop content.
- To carry out appropriate Monitoring & Evaluation for all workshops.
- To ensure that the content of our workshops is up to date and relevant, amending content as required and where appropriate, identifying and recommending new workshop topics. Utilising the monitoring and evaluation tools to ensure feedback from workshops is utilised to enhance future workshops
- To lead and manage the workshop team, providing support and supervision to direct reports, supporting their development and ensuring KPIs are achieved.
- To ensure finances and budgets are managed effectively with support from the Finances manager.

ECO-weeks

- Plan, coordinate and deliver ECO-Weeks, a series of online workshops and events that promote environmental awareness and youth engagement across schools, youth groups and communities. This may be delivered in partnership with the Young Environmentalist Coordinator.
- Develop partnerships with educators and other organisations to provide collaborative programmes
- Support funding for ECO-Weeks by developing proposals, managing relationships with sponsors and providing data driven reports on programme reach and impact.

Erasmus:

- Support the writing of grant applications for Erasmus+ for projects in line with ECO-UNESCOs Strategic Plan.
- Coordinate the planning, implementation and reporting of Erasmus+ funded projects to ensure compliance with Erasmus guidelines, timelines and quality standards.
- Liaise with national and international partners, participants and stakeholders, managing logistics, planning, communications and reporting.

Camps and Clubs:

- To work with Environmental Youth Officers to develop and deliver our wide range of camps, including implementing sales and promotion strategies to increase attendance.
- To develop ECO-UNESCO camps in communities across Ireland.

Training Programme:

- To support and develop our suite of Training courses (QQI accredited and non-accredited) in conjunction with the Training and Education Coordinator
- Support the Training and Education Coordinator in quality assurance of QQI accredited courses and ensure revalidation of QQI courses.
- Assist Training and Education Coordinator in developing further funding streams for the Training programme through local authority, community partnerships, and other funders.



- Work closely with the Training and Education Coordinator to ensure all funded training commitments are met, to include direct delivery elements, learning outcomes and client satisfaction.
- To grow and develop our relationships with educators in schools, youth groups and community organisations with a view to increasing their uptake of our training courses.
- To carry out appropriate Monitoring & Evaluation for all trainings.
- Collaborate with the Training and Education Coordinator in ensuring that the content of our trainings is up to date and relevant, amending content as required and where appropriate, identifying and recommending new workshop topics. Utilising the monitoring and evaluation tools to ensure feedback from trainings is utilised to enhance future training courses.
- To lead and manage the Training team, providing support and supervision to direct reports, supporting their development and ensuring KPIs are achieved.
- To ensure finances and budgets are managed effectively with support from the Finances manager.

E-Learning:

- Coordinate and manage the ECO-Academy E-Learning platform, ensuring user experience improvements, technical development and the development and updates to course content.
- Support sales initiatives, improve user engagement and course completion through targeted outreach and marketing campaigns in conjunction with the Marketing and Communications coordinator.

Grant / Report Writing

- To assist with the writing and submission of grant applications and reporting.

Monitoring and Evaluation

- Play a key role in monitoring KPI's for Education Programmes and Services



Other

- Assist and support ECO-UNESCO's other programmes when required, such as organisation-wide events such as our annual Young Environmentalist Awards and Youth Summits.
- Regular reports to management on workshop activities.
- Represent ECO-UNESCO on relevant ESD and DE bodies.
- Maintain all relevant files and records, including Salesforce.

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

- Education and environment qualification (**Strongly Desirable**)
- Business Administration, Marketing or related qualification (**Desirable**)

Experience

- At least 3 years' experience and a demonstrable ability in project management, education and sales. (**Essential**)
- Experience of delivering education programmes (**Strongly Desirable**)
- Prior administrative experience (**Desirable**)

Knowledge and Skills

- Excellent communications, sales, marketing and interpersonal skills (**Essential**)
- Excellent presentation skills (**Essential**)
- Excellent administrative and organisational skills with a high attention to detail (**Essential**)
- Proven ability to manage complex workloads, work to tight deadlines and under pressure (**Essential**)
- Excellent IT skills. Experience with Office 365 and/or Salesforce an advantage (**Desirable**)

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 with a Cover Letter to: recruitment@ecounesco.ie

Please mark in subject line *Employment Opportunities – Programmes, Services & Sales Coordinator*. (Private and Confidential)

Closing Date for Applications – Tuesday 5th August 2025

Interview Date – provisionally scheduled for week commencing 18th August 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.



ECO-UNESCO APPLICATION FOR EMPLOYMENT

Please complete all sections of the form. CVs are not accepted, and no application will be processed if the form is incomplete.

Position applied for:	Programmes, Services & Sales Coordinator
Where did you see the post advertised?	

Personal Details	
Title	
Forename	
Surname	
Address <i>Please note, any successful candidate will have to be resident in Ireland upon taking up the position.</i>	
Phone	
E-mail	

Current or Last Employment	
Position	
Employer	
Date from/to	
Summary of achievements	



Previous Employment (please add more rows if required)			
Employer:	From:	To:	Position:
Summary of achievements:			
Employer:	From:	To:	Position:
Summary of achievements:			
Employer:	From:	To:	Position:
Summary of achievements:			
Employer:	From:	To:	Position:
Summary of achievements:			
Employer:	From:	To:	Position:
Summary of achievements:			

Education and Qualifications			
School/college /University...	From	To	Qualifications

Language Skills					
		Fluent	Moderate	Learning	None
ENGLISH (fluency essential)	Speaking				
	Writing				
IRISH	Speaking				
	Writing				

Add additional languages (with levels), or comments:

Relevant Experience

Detail how your skills and experience meet the requirements set out in the Job Description

Education / Training / Youth work and/or educational experience in formal/non-formal settings	Please provide details...
Your experience of engaging with QQI (Quality and Qualifications Ireland) regarding validation and re-validation processes.	Please provide details...
Supervisory and/or project management experience	Please provide details...
Relevant 3rd level qualification	Please provide details...
Knowledge of the youth work sector and education system in Ireland	Please provide details...
Relevant interests	Please provide details...

Statement in support of your application

Please outline your motivation for applying for this post.

Additional Questions

If successful, what is the earliest date that you could start the job?	
Do you hold a current, full, and clean Driving License valid in the Republic of Ireland?	Yes / No (Desirable but not essential)
Is there anything else you feel we need to know to support you in your application?	

References

Please provide details of two referees, including your present or most recent employer. We will not contact your referees until we have contacted you and received your consent. Please ensure you have your referee's permission to share their contact information.



1	Name	
	Position	
	Address	
	Tel. No.	
	E-mail	

2	Name	
	Position	
	Address	
	Tel. No.	
	E-mail	

Declaration	
I declare that the statements made by me in this application are true and that the accuracy thereof shall be a condition of any contract of employment offered to me by ECO-UNESCO:	
Signature of Applicant	
Date	

Please e-mail your completed form to recruitment@ecounesco.ie with *Employment Opportunities – Training and Education Coordinator (Private and Confidential)* in the subject line.

Closing Date for Applications – Tuesday 5th August 2025
Interview Date – provisionally scheduled for week commencing 18th August 2025