



ROLE: **Cycling Administration and Support Officer**

PROGRAMME: **Safe Routes to School**

SALARY: **€38,000**

Background:

The Support Staff team within the Safe Routes to School programme cover a number of key programme areas:

- Communications and Engagement
- Cycle Parking, and
- GIS, Survey, and Analysis

For each of the key programme areas there is a member of the team who is the primary point of contact for that area, but there is often overlap between programme areas and many tasks are shared. Support staff team members work nationally, across all local authorities and have varying levels of engagement with external stakeholders depending on the task and programme area.

Key Tasks and Responsibilities:

- Act as the primary point of contact for the programme on cycle and scooter parking
- Manage the appointed cycle and scooter parking contractor
- Manage communications with all schools on cycle and scooter parking
- Lead the procurement process for cycle and scooter parking
- Create and manage a database of school eligibility for cycle and scooter parking and record of parking delivered
- Create, distribute, and process cycle parking application forms
- Prepare the annual cycle parking budget
- Process cycle and scooter parking invoicing
- Lead on monitoring and communications tasks associated with cycle and scooter parking
- Provide monthly reporting on KPIs for cycle and scooter parking
- Manage the general Safe Routes to School email account
- Support management of social media channels, including preparation for key events
- Support preparation of key internal and external programme documents
- Working under the direction of the Communications and Engagement Officer, support IOs in preparation of resources for schools
- Support with the preparation of the monthly programme newsletter



To be successful in this role, you must demonstrate:

Experience
Project management experience including managing budgets and programme reporting.
Experience in developing project and funding proposals.
Experience working as part of a team, carrying out administrative work, and report writing.
Experience developing and managing relationships with a wide range of stakeholders.
Knowledge, Skills and Aptitude
Interest in active and sustainable travel.
Excellent organizational and administrative skills.
Excellent written and verbal communication skills.
Disposition
Be a self-starter.
Be dependable and flexible.
Be committed to working as part of a team.
Be able to work on your own in your home environment.
A clear understanding of the importance of confidentiality, diplomacy and tact.
Be prepared to travel as part of your work.

Please submit your application to: kmulvey@eeu.antisce.org by 16:00 on Friday April 24th, 2026.