

Education & Outreach Officer (Youth & Community)

Our Organizational Culture

Friends of the Earth is an environmental justice organization whose mission is to campaign and build movement power to bring about the system change we need for a just world where people and nature thrive. We are trying to change the world on a shoestring and in the face of opposition from powerful vested interests. So, we need committed, energetic people on our team. We work collaboratively to advance the organization's goals, values and mission. And we look out for each other as best we can.

We are a small, nimble organization. This means there'll be plenty of opportunities to learn and develop new skills. It also means you'll need to be flexible and you'll be expected to get stuck in and do whatever tasks are required to ensure that work is completed on time and to the highest standards possible. No matter what your role is within the organization you'll need to answer phones, deal with routine office tasks and, crucially, wash the dishes and put out the bins.

The Role

The Development Education & Community Outreach Officer will be part of the movement-building circle, will report to the Head of Movement-Building and will work closely with the Head of Policy & Advocacy. The role will be varied and may encompass but is not limited to the following areas of work; youth outreach and education, community outreach, grassroots organising, workshop development and facilitation, programmatic monitoring, evaluation and reporting and strategizing. The successful candidate will be expected to work on a number of projects simultaneously. For a sample project the successful candidate may be working on, see appendix [i].

Responsibilities:

1	Youth & Community Outreach <ul style="list-style-type: none"> • Support the development of strategies regarding youth engagement • Outreach to organisations involved in youth work and community engagement across Ireland
2	Development Education <ul style="list-style-type: none"> • Creation of development education interventions • Meeting and workshop facilitation • Work with children of primary and secondary school age
3	Grassroots Organising <ul style="list-style-type: none"> • Support activists on a journey of increasing activism • Promote a sense of empowerment and agency in target groups • Unify a group around a common goal
4	Event Coordination

	<ul style="list-style-type: none"> • Liaise with communications team to ensure effective promotion of activities • Plan and coordinate large-scale events nationally
5	<p>Programme Quality, and Reporting</p> <ul style="list-style-type: none"> • Carry out evaluations of all activities • Lead on the narrative reporting for all projects of which the candidate is responsible Work with the Admin team to ensure financial reports are created for all projects of which the candidate is responsible • Contribute to reports pertaining to relevant projects, as appropriate
6	<p>General Duties</p> <ul style="list-style-type: none"> • Participate in Friends of the Earth education, training and networking events as appropriate • Comply with Friends of the Earth's Child Protection Policy • Comply with responsibilities under the Data Protection Acts 1988, 2003 & 2018 (GDPR) • Display flexibility regarding working hours in line with the needs of the project (incorporating late evening and weekend work) • Participate in team meetings and attend other meetings as deemed necessary

Minimum experience required:

- Minimum two years of experience in a development education or community organising role
- Experience in workshop facilitation
- Experience working with children of primary and secondary school age in a formal or informal educational setting
- Experience in project reporting
- Experience managing basic budgets

Competencies/personal attributes:

- Ability to use initiative and work independently when required
- Excellent time management and prioritisation skills
- Strong interest in environmental and climate justice
- Must be hard-working, self-disciplined, and work well under pressure
- Must have the ability to work with a diversity of people, communities, and cultures

Technical Skills:

- Strong MS Office and programme management tools and procedures
- Understanding of Development Education / Global Citizenship Education
- Project Management skills
- Strong understanding of political education and social change

Desirable:

- Fluency in the English language
- Experience in relationship building with affected communities
- Knowledge of marginalised and disadvantaged groups under-represented in the environmental movement

- Experience in campaign development
- A full Irish driving license

Statement on Solidarity, Participation and Inclusion

A commitment to solidarity, participation and inclusion is one of the fundamental values of Friends of the Earth. We therefore endeavour to ensure that everyone, particularly marginalised and disadvantaged groups who might be affected by policy are considered and included in the conversation. We acknowledge our privilege as people working in an NGO and understand the fact that there may be barriers to participation. We strive to expand and diversify civic engagement, by creating spaces for everybody to participate and be included in activism and political change.

As part of this commitment to the values of solidarity, participation and inclusion we strongly encourage applications from those with identities under-represented in the environmental movement, for example: people of colour, LGBTQIA+ people, those seeking asylum or with refugee status, people with a disability, or people who are members of an ethnic minority.

Terms and Conditions:

Conditions are according to Irish legislation including the legal ability to live and work in Ireland.

Friends of the Earth Ireland adheres to Irish law that prohibits discrimination on basis of age, sexual orientation, marital status, birth, fortune, religious, philosophical or political beliefs, language, present or future state of health, disability, physical or genetic characteristics, sex, pregnancy, childbirth, maternity, change of sex, nationality, alleged race, skin colour, ancestry, national, ethnic or social origin.

The working language is English, but participants are not expected to be native speakers.

Contract duration: This is a 12-month contract. There is a three-month probationary period. At the end of the 12 months a decision on the future of the post will depend on organizational funding.

Location: The position is based in our office in Mount Street Upper in Dublin 2, however, because of COVID-19 social distancing, the post will be remote to start. From January 2020, depending on national health advice, the successful candidate will be expected to carry out in-person events around Ireland.

Annual Leave: Every staff member gets a total of 5 weeks paid annual leave in the year (25 days for a full-time employee, 5 days a year for every day you work per week over the year).

Salary: This is a post for 4 days a week. The fulltime starting salary for this position will be between €23,625 and €31,014 (Points 1 to 5 on our Programme Payscale). The gross salary for this post will be the pro-rata equivalent depending on how many hours per week the employee is working.

To Apply: Send your CV with a 1-page cover letter to jobs@foe.ie by 23.59 on October 5th 2020. We regret to inform you that we are not in a position to respond to all candidates and will only respond to shortlisted candidates.

All documentation received by Friends of the Earth will be processed in accordance with the Data Protection Acts, 1988 and 2003 General Data Protection Regulation (GDPR; 2018). The information will only be used by Friends of the Earth in the processing of job applications and for ongoing administrative purposes with job candidates.

Appendix

[i] Sample project the successful candidate may be working on:

System Reset Project

The aim of System Reset is to provide a platform for more inclusive democratic and civic youth engagement in decision-making around the ongoing developments of a Green New Deal, by creating a mechanism to engage marginalised youth, and other parts of young civil society in a structured, intersectional cooperation for visioning and development of joint actions towards a socially just and ecologically fair future.