ROLE:	**Administrator**
PROGRAMME:	**Green-Schools**
SALARY:	**€35,000 - €38,000 PER Annum , Pro rata**
CONTRACT:	**Part-time, 3 days per wk) 12 month fixed term contract (6 month probationary period)**
APPLY TO:	**Careers@antaisce.org**
LOCATION:	**Hybrid role - An Taisce 5 Fosters Place, Temple Bar, Dublin 2 D02V0P9**

Closing date for receipt of applications is 23rd September 2026 5pm

PURPOSE:

An Taisce is the national operator of a number of highly successful environmental education and management programmes, including Green-Schools, Blue Flag, National Spring Clean, Clean Coasts and GLOBE.

The Green-Schools programme operates nationally and encourages a sustainable ethos in schools across a variety of environmental themes. More than 93% of Irish schools participate in the programme.

An Taisce is now recruiting a **Part-Time Administrator** to join the Green-Schools Communications and Administration Team. Reporting to the Communications and Administration Team Lead, the successful candidate will assist the Senior Administrator with the day-to-day administration of the Green-Schools programme.

The role will be varied and will include maintaining programme records, supporting communications and events, responding to general queries and providing administrative support to the wider Green-Schools team.

The post will be three days per week, working on a hybrid basis from the Dublin office. A degree of flexibility may occasionally be required to support programme events and activities.

TASKS AND RESPONSIBILITIES

- Assist the Senior Administrator with the day-to-day administration of the Green-Schools programme
- Maintain accurate school and programme records on the Green-Schools database and other administrative systems
- Process programme documentation, including applications, renewals, assessments and related correspondence.
- Respond to general telephone and email queries from schools and other programme contacts.
- Support the administration of Green-Schools awards, seminars, meetings, training sessions and other events.
- Assist with communications and information for Local Authority Environmental Awareness Officers and other Green-Schools partners.
- Assist with the Green-Schools online shop, including processing orders, maintaining records and assisting with stock management.
- Assist with purchasing, filing, data entry, mailings, meeting arrangements and other general office administration.
- Help prepare routine reports, lists and information as required.
- Work collaboratively with the Comms and Administration Team and the wider Green-Schools team.
- Undertake other appropriate duties that may be assigned from time to time.

PERSON SPECIFICATION

Attributes	Attributes
Qualifications and Attainments 3rd Level Qualification in business admin/ environmental studies or a minimum of one years' relevant experience in an administration role.	Essential
Knowledge, Skills & Aptitudes	
Knowledge of SQL, Microsoft packages	Essential
Excellent communications and interpersonal skills	Essential
Excellent administration skills	Essential
Ability to manage a workload within tight deadlines	Essential
Knowledge of website management, design, online communication platforms	Desirable
Event management	Desirable
Disposition	
Be a self starter	Essential
Be dependable and flexible	Essential
Be committed to working as part of a team	Essential
Be organized and efficient	Essential
Tact and Diplomacy	Essential

How to apply:

Please submit a current CV and letter of application outlining your key relevant skills and experience to: careers@antaisce.org by 5pm on Wednesday 23rd September