



www.brigitsgarden.ie

Brigit's Garden invites applications for the part-time position of Environmental Education Coordinator (Adult Education)

About Brigit's Garden

Brigit's Garden is an innovative not-for-profit project and registered charity on an 11-acre site in Roscahill, Co. Galway. We are a values-driven organisation with a strong ethos, providing a resource for the community and a range of services in education, tourism and the environment.

Brigit's Garden has established an excellent reputation for high-quality education relating to nature, the environment and sustainability. We offer programmes for primary and secondary schools, youth groups and teachers, as well as summer camps and nature-based events. We work closely with educational organisations including WorldWide Global Schools, Sustainable Energy Authority of Ireland, Galway Education Centre, University of Galway and Science Foundation Ireland.

About this position

In early 2022 Brigit's Garden was approved by Quality and Qualifications Ireland (QQI) as a provider of programmes up to Level 6 on the National Framework of Qualifications (NFQ). We have since applied to QQI for validation of our first Level 6 programme, the Certificate in Forest School Leadership. The programme was developed in cooperation with the Irish Forest School Association and Irish-based forest school trainers. If all goes well we hope to run the first programmes in April/May 2023. There is potential for significant growth in this area of work.

The person appointed will play a key role the development, coordination and day-to-day management of adult education programmes at Brigit's Garden, starting with the Level 6 Certificate in Forest School Leadership. In the future there may be opportunities to develop other environmental programmes and steer them through the validation process with QQI.

The successful applicant will be highly motivated and have excellent administrative and writing skills. They will also have proven leadership skills, a 'can do' attitude and be able to foster and maintain positive relationships internally and externally.

The person will join our small, dedicated team of full and part-time staff. The work will be based at Brigit's Garden with flexibility for some hours worked from home, and will also include travel to offsite training locations, for meeting with external partners and for attendance at relevant events.

Responsibilities

- Coordinating day-to-day operation and administration of our QQI and any other adult education programmes
- Ensuring compliance with relevant policies, legislation, standards, codes of conduct and general principles of good governance with regard to education
- Overseeing the day-to-day implementation of the Quality Assurance (QA) system agreed with QQI:
 - Training tutors on the QA system and maintaining QA documentation
 - Supporting and communicating with tutors; overseeing tutor observation procedures
 - Internal verification of assessment results and processes

- Ensuring that training facilities are fit-for-purpose, inspecting onsite and offsite venues
- Coordinating supports and resources for learners
- Coordinating and monitoring self-evaluation and feedback processes
- Ensuring efficient administration and communications in relation to adult education programmes:
 - Setting up systems for processing applications, communicating with and supporting learners
 - Producing quality reports, disseminating and acting on the findings
 - Providing administrative support and reports to Brigit's Garden Education Board
 - Overseeing the online learning environment and related IT infrastructure
 - Working with marketing to publish programmes and educational information
 - Developing and maintaining productive working relationships with external stakeholders
 - Representing Brigit's Garden on committees, working groups and other forums as required
- Coordinating the development of new programmes in relation to nature connection, renewable energy, climate change and sustainability
- Seeking funding opportunities; writing and reporting on funding applications
- Undertaking other duties of a similar level and responsibilities as may be required from time to time

Skills and experience required

Essential

- An understanding of and commitment to our ethos
- A qualification at level 8 or equivalent on the NFQ in a relevant area
- Track record with a minimum of three years' experience in education
- Knowledge and experience of operating within a quality assurance framework
- Excellent writing, administrative and communication skills with attention to detail
- Teamworking, leadership, communication and interpersonal skills
- Organisational skills including managing budgets
- Proficient in the use of Microsoft Office and related software
- Experience in eLearning and use of webinar software
- Current driving licence and use of car

Desirable

- Skills and experience in educational programme development
- Competency in Irish

Employment details

- This is a **permanent part-time position**. As we are at the initial stage of offering QQI adult education programmes the hours will be **16 hours a week** for the first six months, with the possibility of this increasing up to 32 hours a week over the next two years.
- There is a six-month probationary period.
- The person will be employed by the Board of Trustees of Brigit's Garden and report to the Operations Director.

Application procedure

Please download the Application Form at <http://www.brigitsgarden.ie/jobs>, fill it in and email it to the Operations Director, Jenny Beale, at jenny@brigitsgarden.ie. Jenny can also provide additional information if required. Applications without an Application Form will not be considered. The closing date is **3rd February 2023**. Interviews for shortlisted candidates are provisionally scheduled for **9th and 10th February**.