

Roles and Responsibilities

Keep Northern Ireland Beautiful

General Information

Job Title	Environmental Awards Officer
Employed by	Keep Northern Ireland Beautiful
Reporting to	Local Environmental Quality (LEQ) Manager
Hours of Business	Flexible business hours 8am-6pm. Core hours 10am-4pm Hybrid working policy (2 days in Belfast Office per week)
Location	Home/Belfast office based
Hours per week	37.5 (see below)
Salary	£26,500
Contract type	Permanent, subject to funding
Applications close	9am 15 th July 2024
Interviews	18 th July in person in Belfast

Keep Northern Ireland Beautiful is currently trialling a 4-day working week of 30 hours on full pay, however, please note this can be withdrawn at any time. For further information please email jobs@keepnorthernirelandbeautiful.org

JOB PURPOSE

The Environmental Awards Officer will provide hands-on support to grow certification programmes in Northern Ireland, empowering councils and communities to make a positive impact in their local environment. The post holder will be expected to develop relationships with relevant stakeholders; particularly local councils, community groups and other landowners to develop their interest and participation in the Green Flag, Blue Flag and Seaside Award Programmes.

Green Flag for Parks & Open Spaces and Blue Flag recognise and reward well managed green/blue spaces, setting the benchmark standard for the management of recreational outdoor spaces across the United Kingdom and around the world.

AUTHORITY

All staff are expected to:

- Commission work in line with company procedures and obtain best value at all times.
- Refer any media interest or potential news stories to their line manager.
- Only commission marketing channels in line with those agreed by the Chief Executive.
- Collaborate with other KNIB departments and Strategic Leads and work across departments, supporting colleagues to achieve their aims.

DUTIES AND EXPECTED OUTCOMES

General

- Coordinate delivery of the following Certification programmes including Green Flag for Parks, Blue Flag for beaches and marinas and Seaside Awards.
- Ensure quality standards are maintained and timely completion of local and international reporting duties.
- Maintain accurate and thorough records of all work undertaken.
- Raise the profile of all award programmes where opportunities arise.
- Manage the relationship with council park officers/beach operators to ensure they remain engaged in the programmes.
- To manage and grow the network of green flag volunteer judges.
- Support the LEQ Manager and Communications team in the delivery of the annual Green Flag and other Awards ceremonies.
- To develop and maintain close communications with team members to ensure the maximum flow of information, understanding and ideas.
- To familiarise, develop and adhere to all internal policies and procedures.
- Support the wider LEQ team with other department deliverables as and when required.
- Work to departmental timelines, budgets, and reporting requirements.

This is not to be viewed as an exhaustive list of duties, rather, the key elements of the expected workload of the Environmental Awards Officer.

Community Engagement

- Promote, develop and attend community engagement opportunities with a range of stakeholders through the award programmes.
- Increase the number of groups participating in the Green Flag for Parks & Open Spaces programme.
- Support the LEQ Manager with increasing the geographical spread of 'Green Flag' sites in Northern Ireland.
- Support the LEQ Manager with the delivery of a community leaders and managers' forum, sharing best practice and developing links between community groups and public sector green/blue spaces in Northern Ireland.
- Gather and analyse data through various online platforms relating to the Green Flag for Parks & Open Spaces programme and the Beach and Marina award programmes.
- Respond to enquiries and maintain a high level of professionalism when representing KNIB and the award programmes.

The person appointed will work from our office in Belfast a minimum of 2 days per week and may work from home the rest of the week. You will also be expected to regularly travel to award sites, attend photo calls and meetings etc. as required.

IT support and hardware is provided for all staff to enable them to be efficient and effective in their work.

Keep Northern Ireland Beautiful operates flexible office hours between 8am and 6pm, with core hours between 10am and 4pm. Your normal days of work will be Monday to Friday, but given the nature of the work, this role requires flexibility to support communities at their pace

and will involve some evening and weekend working. Flexibility for this is vital and time-in-lieu will be offered in return.

This position is funded through the DAERA Environment Fund.

ENVIRONMENTAL STEWARDSHIP

Keep Northern Ireland Beautiful is a community focussed organisation with a commitment to reducing its impact on the planet. A key approach in achieving this is through Carbon Literacy training for all employees. This programme, delivered in partnership with the [Carbon Literacy Project](#), raises awareness about the climate change challenge that we all face as well as the commitments we can make to behaviour change that will help reduce emissions.

New employees will be expected to attend Carbon Literacy training as part of their induction process and contribute to an ongoing dialogue within the organisation about how we can reduce our carbon impact and improve levels of sustainability.

PERSONAL SPECIFICATION

Qualifications, skills and experience

Essential

- A relevant third level qualification or at least three years' demonstrable equivalent experience
- One-year experience of project/programme delivery
- One year's experience of data gathering and reporting
- One year's experience of establishing and maintaining strong and lasting partnerships and effective working relationships with stakeholders
- Full current driving licence and/or access to a suitable means of transport to enable you to carry out the duties and responsibilities.
- Good literacy and IT skills, including Microsoft Excel

Desirable

- Experience of working within the environment sector
- Good working knowledge of biodiversity/marine conservation/environmental management

Knowledge & Understanding - Essential

- Knowledge of environmental issues and activities
- OR
- Community Development approaches to behaviour change

Personal Qualities - Essential

- Ability to be flexible, innovative and problem solving.
- Confident communicator with the ability to build strong relationships with various stakeholders.
- Happy to work outdoors in a range of locations including beaches, parks and open spaces with people from all sectors of society.
- Ability to work independently.

