



Job Description
Project Officer - Environmental Education

Advantage is a small, internationally recognised company that specialises in enterprise and employability for young people. We have provided expertise, unique programme design and management in this field for over 30 years for government agencies in NI and worldwide. We have worked or advised on exciting youth enterprise & employability projects around the globe including some of the world's most hostile environments such as Iraq, Afghanistan, Uganda and South Africa or physically tough environments such as Greenland and Siberia.

"I know you have worked tirelessly with young people over the past twenty years...and have designed, developed and delivered innovative programmes to change the hearts and minds of young people."

- Minister for Enterprise, Trade and Investment

Job Content:

This role will support Advantage's training and education projects, with a particular focus on the Explore Programme, Conservation aspects of the Ravine Project, and support in the delivery other community engagement projects at Ravine. Working closely with the Operations Director and Project Officers, the postholder will help deliver engaging training, coordinate project activities, and build strong links with schools, youth and community organisations.

Environmental Education & Training

- Deliver engaging educational and accessible workshops through the Explore Programme
- Develop and maintain a structured delivery plan for the Explore Programme
- Support the design and facilitation of sessions linked to environmental education and conservation.
- Contribute to the creation and review of participant learning materials, ensuring they align with Advantage's quality standards and funder requirements.
- Support the delivery of accredited and non-accredited training

Conservation Development & Environmental Impact

- Support the design and delivery of a Conservation Action Plan, engaging staff, participants, and partners in implementing key actions.
- Identify biodiversity priorities and environmental enhancement opportunities.
- Facilitate group volunteer days and corporate team days focused on conservation, sustainability, and community engagement.
- Monitor and record the environmental outcomes of conservation activities

Project Support & Outreach

- Build and maintain partnerships with schools, community organisations, and businesses to promote and expand the Explore and Ravine programmes.
- Represent Advantage at community and education events to raise awareness of our environmental education offer.
- Support the recruitment, induction, and coordination of participants for training, conservation, and outreach activities.
- Contribute to communications and marketing activity by providing content, photos, and case studies from programme delivery.

Development Programme and Leadership Training:

- Participate in a structured development programme designed to enhance leadership skills and professional growth.
- Attend Training Days organised by the Funders, which include travel to mainland UK.
- Engage in continuous learning and development opportunities provided as part of the programme

Essential criteria:

Strong interpersonal skills with the ability to engage confidently with young people, participants, and community partners.

A passion for environmentalism, conservation, and sustainability.

Excellent written and verbal communication skills

Strong organisational and administrative skills

Ability to work independently and collaboratively

Excellent IT skills

Full driving licence and access to a vehicle, or the ability to meet the travel requirements of the post.
Access NI Enhanced Disclosure check.

Desirable Criteria:

Qualification in environmental science, conservation, sustainability or a related subject

Experience in conservation, sustainability or environmentalism

Experience in facilitating workshops or training sessions, particularly within outdoor learning, conservation, or sustainability settings.

Experience in developing educational resources or training content

Experience working within VCSE Sector

Experience coordinating volunteering activities

Working Conditions

Full Time 35 Hours per week

Monday to Thursday 8am-4pm

Friday 8am-1pm

Some evening, weekend and overnight work possible but any hours worked over and above those contracted can be taken in lieu.

Based at Ravine Community Nature Reserve, with some local and regional travel.

Flexibility within contracted hours can be discussed in advance with the Operations Director.

Mobile phone and laptop provided

Salary - £24,479

Start Date - April 2026

Performance Standards

The company expects the highest professional performance standards from all staff coupled with flexibility, proactivity and a positive attitude. Advantage expects employees:

- To deliver what is promised
- To make every pound count
- To deal honestly and with integrity
- To deliver and maintain good business relations
- To realise that working together we achieve more.

The role will involve providing administration support both to the core business. Activities will include but are not limited to:

- Following Advantage's procurement to purchase materials, stock or equipment.
- Ensuring office, workshop and training supplies are maintained.
- Assistance with data management, report writing, filing and general administration

This role is subject to an initial probationary period of 6 months.