



<b>Job Title:</b>	WorldWise Global Schools (WWGS) <b>Education Officer - Munster</b>
<b>Company:</b>	Self Help Africa
<b>Department:</b>	WorldWise Global Schools
<b>Location:</b>	Munster Based (Cork/flexible)  Remote and/or hybrid (2 days per week in the office) working arrangements available.
<b>Contract:</b>	Permanent
<b>Salary:</b>	€51,468
<b>Reports to:</b>	Programme Director, WorldWise Global Schools
<b>JD Version</b>	February 2025
<b>About WWGS</b>	<p>WorldWise Global Schools (WWGS) is the national programme for <b>Global Citizenship Education (GCE) at post-primary level</b>. GCE promotes understanding of the unequal world in which we live, exploring and challenging issues of inequality and injustice, and explores how to act for change. It equips both educators and learners with the knowledge, skills and values to do so.</p> <p>WWGS provides a Global Passport framework for post-primary GCE, <b>teacher training, grant funding, curriculum resources and guidance</b> to support and encourage post-primary schools to engage in Global Citizenship Education.</p> <p>WWGS is an Irish Aid funded programme implemented through a consortium comprising Self Help Africa, Concern Worldwide, the City of Dublin Education and Training Board (CDETb), the Ubuntu Network, the National Association of Principals &amp; Deputy Principals (NAPD), the Association of Secondary Teachers in Ireland (ASTI) and the Teachers Union of Ireland (TUI).</p>
<b>Job Purpose:</b>	<p>The WWGS Education Officer (EO) based in Munster will have responsibility for <b>supporting WWGS schools in Munster</b> to engage in and deepen their understanding of the role of Global Citizenship Education at post-primary. They will play a key role in supporting schools (Munster Region) to effectively utilise all available WWGS supports, and in monitoring the progress of schools and their GCE programme. The Education Officer will have responsibility for supporting schools to engage with the programme through the WWGS Global Passport, which is a framework for educators to understand Global Citizenship Education and how it fits both within the post-primary curriculum and beyond the curriculum. They will have specific event management responsibility for the organising of the annual student conference.</p> <p>The EO will provide Continuous Professional Development (CPD) opportunities for schools, through design and delivery, ensuring that schools are equipped to engage in quality Global Citizenship Education through various WWGS supports and interventions (one-to-one teacher support, tailored staff inputs and whole-staff training, both in-person and online) along with national/regional CPD.</p> <p>The EO will assist in monitoring the progress of the WWGS programme towards meeting its overall strategic aim and objectives and contribute towards annual</p>



	<p>reporting requirements to Irish Aid. The capturing and sharing of data to track the level of GCE engagement at post-primary level is of central importance for this role.</p> <p>The role requires using own initiative and requires excellent facilitation, communication, organisational and interpersonal skills to work with a wide range of schools and stakeholders, and to collaborate effectively with other members of the WWGS team.</p>
<p><b>Key Responsibilities:</b></p>	<p><b>The key areas of responsibility are:</b></p> <p><b>1. GCE Capacity Building &amp; Support</b></p> <ul style="list-style-type: none"> <li>● Provision of support directly to approx. 70 post-primary education settings to build their capacity to adopt a whole school approach to Global Citizenship Education through the framework of the WWGS Global Passport and the WWGS guiding principles of GCE. <ul style="list-style-type: none"> <li>● Prepare, implement and follow-up on online and/or in-person support visits/meetings with schools/school clusters</li> <li>● Design and delivery of in-school Global Citizenship Education (GCE) support and Continuous Professional Development (CPD) for teachers</li> <li>● Contribute to preparing for and delivering on annual regional and national teacher CPD events, including content and delivery</li> <li>● Maintaining up to date cloud database (via Salesforce) of all engagements with and support to schools</li> <li>● On-going communication and support with assigned post-primary settings</li> </ul> </li> </ul> <p><b>2. WWGS Global Passport</b></p> <ul style="list-style-type: none"> <li>● Support post-primary settings to explore GCE using the Global Passport</li> <li>● Recruit new post-primary settings to engage with WWGS and GCE through Global Passport Applications in line with annual programme targets</li> <li>● Retain a high level of participation by existing post-primary settings with the WWGS programme as part of a deeper and whole school approach to GCE</li> <li>● Support post-primary settings through the online application process for the Global Passport</li> <li>● Promote the WWGS Global Passport through various relevant channels</li> <li>● Appraise a cohort of Global Passport applications received annually from post-primary settings</li> <li>● Ensure WWGS Global Passport post-primary settings are compliant with WWGS funding obligations</li> </ul> <p><b>3. WWGS Annual Student Conference Event Management</b></p> <ul style="list-style-type: none"> <li>● Liaise with the team to develop a plan for the conference, including conference theme and agenda</li> <li>● Secure the participation of experts/facilitators/MC and others who will input into the design of the day, speak, facilitate or lead.</li> <li>● Secure a venue in adherence to procurement policy including researching possible locations at which to hold the conference</li> </ul>

	<ul style="list-style-type: none"> <li>• Prepare and disseminate information to all interested parties. This will include mailing conference overview, preparation materials, logistics, communications and other duties as required</li> <li>• Coordinate conference activities with responsibilities including the overseeing of the conference implementation (e.g. budget, registration, dealing with external stakeholders, catering requirements, and other duties as required)</li> <li>• Organise post event evaluation with the team and with participants, which will help to inform future WWGS events.</li> </ul> <p><b>4. Monitoring/Reporting/Promoting</b></p> <ul style="list-style-type: none"> <li>• Support the WWGS Resource &amp; Curriculum Officers in identifying and generating good practise case studies that demonstrate GCE impact at post-primary</li> <li>• Support Deputy Director with data requirements for annual reporting to Irish Aid</li> <li>• Maintain the WWGS Salesforce WAND database monthly in order to ensure a clear and up to date statistical overview of GCE engagement in post-primary settings</li> <li>• Support the WWGS team by providing up-to-date information on school engagements on request</li> <li>• Communicate WWGS post-primary settings activity on Social Media</li> <li>• Support the development of promotional and communications material for the programme</li> <li>• Represent WWGS as required at various events and with stakeholders</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• Provide general administrative support to the programme team</li> <li>• Undertake any other duties arising as commensurate with the role</li> </ul>
<b>Key Relationships:</b>	<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• WWGS Management</li> <li>• WWGS Regional Education Officers</li> <li>• WWGS Team</li> </ul> <p><b>External</b></p> <ul style="list-style-type: none"> <li>• Post-Primary Settings (Teachers, Principals and Students involved with the WWGS Programme)</li> <li>• Key Post-Primary and GCE Stakeholders</li> <li>• WWGS/SHA Communication and design team</li> </ul>
<b>Knowledge and Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Minimum 2 years working in the area of Global Citizenship Education – demonstrating a strong critical and analytical approach to facilitating learning about and taking action on global justice issues</li> <li>• Demonstrable experience in facilitation and capacity building</li> <li>• Demonstrable knowledge/experience of the post-primary education sector and the post primary curriculum</li> </ul>



	<ul style="list-style-type: none"><li>● Experience in event management</li><li>● Experience of creating, developing and maintaining effective working relationships with key stakeholders in the post-primary sector</li><li>● Strong IT proficiency, particularly in the use of MS Office.</li><li>● Excellent written and oral English language</li><li>● Evidence of strong planning/organisational skills</li><li>● Excellent interpersonal skills</li><li>● Excellent writing/presentation skills</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>● Experience in curriculum design, pedagogy, or the development of classroom-based Instructional materials</li><li>● Experience in communications and using tools such as Mailchimp and Adobe InDesign</li><li>● Excellent database management skills</li><li>● Strong IT proficiency, particularly in the use of Salesforce (or a similar CRM)</li></ul>
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