



JOB DESCRIPTION

Job ID:	100150
Job Title:	Development Education Manager
Company:	Self Help Africa
Department:	Programmes
Location:	Dublin, Ireland (hybrid can be considered)
Contract type:	Full-time, Permanent
Reports to:	Head of Policy, Impact & Strategy
Salary Range	€50,000 - €60,000
Organisation overview:	About Self Help Africa Self Help Africa is an international development organisation that works through agriculture and agri-enterprise development to address hunger, poverty, social inequality and the impacts of climate change. We believe that equitable economic development is key to lifting communities out of long-term poverty, empowering them to take control of their futures and improving their quality of life. Our current five-year organisation strategy defines our mission as the alleviation of hunger, poverty, social inequality and the impact of climate change through community led, market-based and enterprise-focused approaches, so that people can have access to nutritious food, clean water, decent employment and incomes, while sustaining natural resources. Our three core values are: ▪ Impact: We are accountable, ambitious and committed to systemic change. ▪ Innovation: We are agile, creative and enterprising in an ever-changing World. ▪ Community: We are inclusive, honest and have integrity in our relationships.
Job Purpose:	Development Education (DE) and Global Citizenship Education (GCE) are core strategies within Self Help Africa to increase public awareness of aid, global justice, and development. We aim to influence public perception and build a constituency of support for development by communicating messages that bring a greater understanding of the reality of life in rural Africa and our global interdependency. The SHA GCE programme actively engages with schools, teacher training institutes, and communities through a range of interactive teaching methods and curriculum development. The GCE Manager will oversee the strategic development and implementation of the DE/GCE work plan, leading school visits, major public events, and community engagements. The successful candidate will manage a team across Ireland and oversee a dedicated project budget, ensuring high-quality programme delivery and support portfolio growth.
Key Responsibilities:	Programme & Proposal Development

	• Lead the strategic growth of the Dev Ed / GCE programme and portfolio, integrating contemporary global issues such as climate action, sustainable agriculture, gender equality, and ethical trade. • Develop student-centred learning topics and interactive tools that build on SHA's overseas programmes, good development practice, and human rights. • Take the lead in preparing high-quality funding applications (including to Irish Aid) and proposals to sustain and grow the project as appropriate and opportunities allow. Engagement with Schools & Communities • Deliver and oversee a comprehensive programme of training, education, and awareness to develop a greater understanding of sustainable development and human rights. • In conjunction with the wider team, develop and manage a robust calendar of school visits and community workshops. • Ensure the database of school networks is maintained, updated, and strategically expanded. Events Management • Spearhead SHA's presence at major public events that raise the profile of DE/GCE in Ireland. • Coordinate highly interactive and engaging exhibitions at key events, including the Stripe Young Scientist Award, the Global Green area at Electric Picnic, and the Global Solidarity Hub at the National Ploughing Championships. Project, Financial & Team Management • Manage an annual programme budget of approximately €260,000, ensuring strict financial tracking, budget forecasting, and value for money across all activities. • Manage, mentor, and support the GCE project team (including Development Education Officers), fostering cross-team collaboration and conducting regular performance reviews. • Provide comprehensive updates on programme delivery, impact and financial performance through the submission of regular activity and donor reports. • Undertake any other duties within the scope of the job description as designated by the Programmes Director.
Key Relationships:	Key Relationships • Direct Reports: Development Education Officers / GCE Team. • Line Manager: Head of Policy, Impact & Strategy. • Internal Collaborators: Programmes, Business Development, and Communications teams (working in close coordination). • External Collaborators: School networks, individual teachers, community groups, and other DE/GCE service providers.
Knowledge, Experience and Other Requirements	Essential • Primary degree in education, international development, or a related discipline, or a PGCE.

- Proven teaching and education experience.
- A good working knowledge of development, global citizenship, and human rights.
- Demonstrable project and people management experience, with a track record of leading teams and delivering complex initiatives.
- Strong financial acumen with direct experience managing project budgets.
- Strong ability to prepare timely, high-quality progress reports that accurately measure and communicate achievements against established project targets and key performance indicators.
- Excellent presentation and facilitation skills for diverse audiences ranging from students to festivalgoers.
- Excellent written English, particularly for proposal and report writing.
- Computer literate (particularly PowerPoint, Word, and Excel).
- Flexibility and the ability to work effectively in a multi-cultural team.
- A strong commitment to working with a value-based organisation.

Desirable

- At least 5 years of classroom experience in the primary or post-primary education system is highly desirable.
- Project management qualification such as PRINCE2 or APM.
- Experience in Dev Ed / GCE within Ireland.
- Practical experience working or living in developing countries, ideally in sub-Saharan Africa.
- Self-motivated with strong interpersonal, communication, organisation, and planning skills.
- Clean driving licence and access to transport (costs reimbursable).

Area of Responsibility

- Programmes Department: Development Education / Global Citizenship Education, Ireland.

Role Competencies

- Strong communication skills
- Ability to multi-task
- Ability to drive and grow the Dev Ed / GCE programme
- Capacity to represent the organisation to external stakeholders and at events, including donors and peer organisations.

Expectations

- Act within the operating and process frameworks that apply to the whole Self Help Africa organisation.
- Work together with all key stakeholders (line and functional) to ensure organisational objectives, mission, and vision are met.
- Exemplify the Self Help Africa Standards of Integrity, Purpose & Values.
- Uphold Self Help Africa's commitment to equal employment opportunities.



*Self Help Africa is an international development charity and is committed to the safeguarding of all those who we come into contact with or through our work. We are committed to preventing any type of unwanted behaviour relating to our work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and we are committed to promoting the welfare of children and the people we aim to assist with whom Self Help Africa engages. Self Help Africa expects all staff and volunteers to share this commitment and uphold the values and behaviours outlined in the Code of Conduct and Child and Adult Safeguarding Policy. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. Recruitment to all roles in Self Help Africa will include, and be subject to, a criminal records self-declaration, references, and other pre-employment checks, which may include police and qualifications checking. Self Help Africa is committed to the principles of the Misconduct Disclosure Scheme and will request information from previous employers about any findings of sexual exploitation, sexual abuse or sexual harassment during employment. By submitting an application, the applicant confirms her/his understanding of these recruitment procedures. Subsequently, working or volunteering with Self Help Africa is subject to a range of vetting checks, including **criminal** background checking.*

Research shows that women and those from marginalised ethnic groups are less likely to apply to jobs unless they meet every single requirement. If you're excited about this role but your experience doesn't align with every criteria described, we encourage you to apply anyway, you could be exactly what we need!

Self Help Africa is an equal opportunities employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.