



Job Title:	WorldWide Global Schools (WWGS) Education Officer – West Region
Company:	Self Help Africa
Department:	WorldWide Global Schools
Location:	West Region Remote and/or hybrid working arrangements available.
Contract:	12 months
Salary:	€51,468
Reports to:	Programme Director, WorldWide Global Schools
About WWGS	WorldWide Global Schools (WWGS) is the national programme for Global Citizenship Education (GCE) at post-primary level. 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 & Deputy Principals (NAPD), the Association of Secondary Teachers in Ireland (ASTI) and the Teachers Union of Ireland (TUI). GCE is an approach to teaching and learning that links global and local justice issues. GCE explores the root causes of these issues and equips learners and educators to think critically, build empathy, challenge unjust global systems and take meaningful action towards a kinder, fairer and more sustainable world. WWGS offers a Global Passport framework for post-primary GCE, teacher training, grant funding, curriculum resources and guidance to support and encourage post-primary settings to engage in Global Citizenship Education.
Job Purpose:	The WWGS Education Officer (EO) will have responsibility for supporting WWGS post-primary school/settings in the West Region to engage in and deepen their understanding of Global Citizenship Education. They will be responsible for guiding schools to engage with the programme through the WWGS Global Passport, which is a framework for educators to understand, assess and develop their practice in Global Citizenship Education across the post-primary curriculum and wider school life. The EO will assist in monitoring the progress of the WWGS programme towards meeting its overall strategic aim and objectives and contribute towards annual 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. The role requires using own initiative and requires excellent facilitation, communication, organisational and interpersonal skills to work with a wide range of school personnel and stakeholders, and to collaborate effectively with other members of the WWGS team.
Key Responsibilities:	The key areas of responsibility are: GCE Capacity Building & Support - Provide support directly to approx. 70 post-primary education settings to build their capacity to adopt a whole school approach to GCE through the framework of the WWGS Global Passport and the WWGS guiding principles of GCE. - Prepare, implement and follow-up on online and/or in-person support meetings with schools. - Provision of support directly to approx. 3 WWGS School Clusters, which are schools collaborating on joint GCE projects.

	• Design and delivery of in-school Global Citizenship Education (GCE) Continuous Professional Development (CPD) for teachers. • Contribute to preparing for and delivering on Annual Teacher Conference and CPD events, including design and delivery. • Maintain database of all engagements with and support to schools. 2. WWGS Global Passport • Recruit new post-primary settings to engage with WWGS and GCE through Global Passport Applications in line with annual programme targets. • 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. • Support the design of webinars and resources in relation to the Global Passport. • Support post-primary settings through the online application process for the Global Passport. • Promote the WWGS Global Passport through various relevant channels. • Appraise Global Passport applications received annually from post-primary settings. • Ensure WWGS Global Passport post-primary settings are compliant with WWGS funding obligations. 3. WWGS Events • Collaborate with the team to develop a plan for relevant programme events • Secure the participation of experts/facilitators/MC and others who will input into events. • Research and secure venues (where relevant) at which to hold events adhering to relevant procurement guidelines. • Promote events through preparing and disseminating information to all interested parties. • Coordinate pre-event activities with responsibilities including overseeing the event implementation, creating detailed tailored running orders, engaging stakeholders, coordinating volunteers and liaising with venue. • Following the event, seek feedback from participants to inform future events and reflect on lessons learned. 4. Monitoring/Reporting/Promoting • Support the WWGS Resource & Curriculum Officers in identifying and generating good practice case studies that demonstrate GCE impact at post-primary. • Support Deputy Director with data requirements for annual reporting to Irish Aid. • Maintain the WWGS Salesforce WAND database monthly to ensure a clear and up to date statistical overview of GCE engagement in post-primary settings. • Support the WWGS team by providing up-to-date information on school engagements on request. • Support the development of promotional and communications material for the programme. • Collaborate with relevant stakeholders in the sector and represent WWGS as requested in various sectoral engagements. General • Provide general administrative support to the programme team. • Maintain up to date time records, calendar and WAND records. • Undertake any other duties arising as commensurate with the role.
Key Relationships:	Internal • WWGS Management • WWGS Regional Education Officers • WWGS Team External

	• Post-Primary Settings (educators and school leadership involved with the WWGS Programme). • Key Post-Primary and GCE Stakeholders. • WWGS/SHA Communications Team.
Knowledge and Experience	Essential • 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. • Demonstrable knowledge/experience of the post-primary education sector and the post primary curriculum. • Experience of creating, developing and maintaining effective working relationships with key stakeholders in the post-primary sector. • Strong IT proficiency. • Excellent written, oral and presentation skills in the English language. • Evidence of strong planning/organisational skills. Desirable • Excellent written, oral and presentation skills in the Irish language. • Experience in curriculum design, pedagogy, or the development of classroom-based Instructional materials. • Experience of the post-primary education sector and the post primary curriculum in Northern Ireland. • Experience in event management. • Proficiency in the use of Salesforce (or a similar CRM).

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