

Job Title:	WorldWide Global Schools (WWGS) Education Officer – East and Southeast
Company:	Self Help Africa
Department:	WorldWide Global Schools
Location:	Leinster and South Region (location flexible) Remote and/or hybrid working arrangements available.
Contract:	Permanent
Salary:	€51,468
Reports to:	Programme Director, WorldWide Global Schools
JD Version	September 2026
About WWGS	WorldWide Global Schools (WWGS) is the national programme for Global Citizenship Education (GCE) at post-primary level. 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. WWGS provides 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. 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).
Job Purpose:	The WWGS Education Officer (EO) based in East and Southeast will have responsibility for supporting WWGS post-primary school/settings in this 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 contribute to the design and delivery of Continuous Professional Development (CPD) for schools and provide a range of supports to build educators' capacity to engage in quality GCE. This will include one-to-one teacher support, tailored staff inputs, whole-staff training, and national and regional CPD delivered both in person and online. The EO will contribute to monitoring the progress of the WWGS programme towards achieving its strategic aim and objectives and contribute to annual reporting requirements to Irish Aid. The EO will be responsible for accurately capturing and sharing data on schools' engagement with the WWGS programme and their progress in developing quality GCE practice.

	The role requires the ability to work independently and use their own initiative, alongside excellent facilitation, communication, organisational and interpersonal skills. The EO will work with a wide range of schools and stakeholders and collaborate effectively with other members of the WWGS team.
Key Responsibilities:	The key areas of responsibility are: 1. GCE Capacity Building & Support • Provision of 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 visits/meetings with schools. • Provision of support directly to approx. 3 or more WWGS School Clusters, which are schools collaborating together on joint GCE projects. • Design and delivery of in-school Global Citizenship Education (GCE) support and Continuous Professional Development (CPD) for teachers. • Contribute to preparing for and delivering on annual regional and national teacher CPD events, including content and delivery. • Maintaining database of all engagements with and support to schools. • On-going communication and support with assigned post-primary settings. 2. WWGS Global Passport • Support the provision of webinars, resources and guides in relation to the 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 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. • 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 practise 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 in order 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 required 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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