



JOB DESCRIPTION

Job Title	WorldWise Global Schools (WWGS) Database Administrator
Programme	WorldWise Global Schools
Location	Gorta-Self Help Africa Head Office, Kingsbridge House, 17-22 Parkgate Street, Dublin 8, D08 NRP2.
Contract Type	Part-time (3 days/week) fixed term 12-month contract from September 2017, with possibility of extension.
Salary	€30,000 per annum pro-rata (based on 5 days/week, equivalent to 37.5 hours)
Reports to	WorldWise Global Schools Programme Director
About WWGS	<p>WorldWise Global Schools (WWGS) is the national programme for development education at post-primary level in Ireland. It is an Irish Aid-funded programme, originally established in 2013. Under Irish Aid's new Development Education Strategy 2017-23, WWGS has been identified as a strategic partnership programme, and a second multi-annual phase of the programme is expected in 2018.</p> <p>WWGS provides a range of interventions and supports to the post-primary sector to enable increased engagement with development education. These include grant funding, training and events, the Global Passport Award, curriculum resources and tailored advice/guidance for schools. It is being implemented through a consortium comprising Gorta-Self Help Africa (GSHA), Concern Worldwide and the Curriculum Development Unit of the City of Dublin Education and Training Board.</p>
Job Purpose	<p>The WWGS programme is recruiting for a Database Administrator to work with its established staff team. Database development has been identified as a strategic objective for WWGS, to ensure effective and efficient programme systems as it continues to work with growing numbers of schools and stakeholders. The WWGS database is central to all programme processes, including: grant administration, events, finances, communications and reporting. It is also used to generate regular updates and reports to the programme's funder, Irish Aid, and enables the WWGS programme to be responsive to the development education needs of the post-primary sector.</p> <p>The Database Administrator will be responsible for managing the growing WWGS database, including the updating of existing data systems and migrating of data from Excel onto Salesforce. (S)he will also consolidate and develop WWGS systems of data collection and analysis, in order to improve and refine programme reporting and inform future programme developments. The role requires a combination of skills, most importantly experience of database development/management, as well as MS Excel. Experience of Salesforce specifically would be of significant benefit. The successful candidate will need to work in collaboration with members the WWGS staff team to deliver a strengthened system of data collection, analysis and reporting. This role, although part-time, offers an opportunity to work as part of an exciting and growing programme within the NGO sector, and further develop skills and expertise in relation to the Salesforce platform.</p>



<p>Key Responsibilities</p>	<p>1. Management of WWGS Database on Salesforce</p> <ul style="list-style-type: none"> • Maintain and expand the WWGS database in order to generate a clear statistical overview of DE engagement in post-primary schools. This includes migrating data currently saved in Excel onto Salesforce. • Provide data mapping to outline how the WWGS database can grow and function efficiently on the Salesforce platform. • Generate data to populate the WWGS results-based framework (RBF) on an ongoing basis. • Support the WWGS team by providing up-to-date information on programme participants and processes on request. • Respond to ongoing programme requirements for the generation and presentation of essential data. • Run data reports as and when required • Assist with updating of systems and policies in adherence with General Data Protection Regulation (GDPR). <p>2. WWGS Grants Cycle</p> <p>In collaboration with the Grants and Finance Officer, contribute to the following stages of the WWGS Grants Cycle on Salesforce:</p> <ul style="list-style-type: none"> • Maintain and update Salesforce regarding all grant applications received, approved and funded through WWGS, including all project milestones from application through to final reporting stage. • Develop and monitor an online reporting system for grantees via Salesforce. • Process grant applications. • Prepare for the annual Grants Selection Committee meeting. • Analyse core data received from final reports. • Contract with successful grant applicants. <p>3. WWGS Global Passport / Self Assessment Tool (SAT)</p> <ul style="list-style-type: none"> • Oversee the transition of the Global Passport Award application process to Salesforce, in collaboration with the WWGS Programme Officer. • Process data generated from both the Global Passport and SAT to feed into WWGS programme structures and reporting. <p>4. Contribute to relevant programme reporting as required, including:</p> <ul style="list-style-type: none"> • Monthly programme updates. • Quarterly reports to the WWGS Steering Committee. • Half yearly reports to Irish Aid (January and June annually). • Generation of other such reports as and when required. <p>5. Monitoring and Evaluation</p> <ul style="list-style-type: none"> • Identify and generate, in collaboration with the WWGS Education Officers and Programme Officer, good practice case studies from WWGS projects. • Work with the WWGS Programme Officer to refine the framework for quality audits <p>6. General Administration</p> <p>Provide general administrative support to the programme team throughout the year as required.</p>
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Key Relationships	<p>Internal</p> <ul style="list-style-type: none"> • WWGS Programme Officer • WWGS Grants & Finance Officer • WWGS Education Officers • GSHA ICT Department <p>External</p> <ul style="list-style-type: none"> • WWGS grantees and programme participants (primarily teachers) • Coordinators from DE NGOs and Networks
Knowledge, Experience & Skills	<p>Essential</p> <ul style="list-style-type: none"> • Excellent database management skills. • Demonstrable knowledge and experience of working with databases. Specific experience of Salesforce highly beneficial. • Demonstrable knowledge and experience of SQL/SOQL. • Strong data modelling and project planning skills. • Strong IT proficiency and experience with Microsoft Office, particularly Excel. • Excellent attention to detail and report writing/generating skills. • Creativity and commitment to deliver results. • Ability to work effectively alone and as part of a team. <p>Desirable</p> <ul style="list-style-type: none"> • Demonstrable knowledge/experience of the post-primary and/or development education sector.
Role Competencies	<ul style="list-style-type: none"> • Managing yourself – Holds an awareness of own abilities and areas for development; adapts and uses abilities to work well with others and to help achieve objectives. Communicating and working with others – Uses the most appropriate channel to share information with others both inside and outside WWGS; adapts the message to meet the communication needs of the audience. • Delivering results – Systematically develops plans towards achieving WWGS objectives and delivers on commitments; uses appropriate techniques to help achieve agreed objectives. • Planning and decision-making – Systematically develops plans towards achieving WWGS' objectives and delivers on commitments; makes clear, informed and timely decisions appropriate to role, in the interests of WWGS and those we work with. • Creativity and innovation – Seeks out, develops and successfully implements new ideas that further the needs of WWGS and those we work with; builds on proven approaches and learns from ongoing work to improve it.
Application Requirements	<p>Please submit completed application form and 1-page cover letter outlining your suitability for the position by <u>Friday 8th September</u>.</p> <p>Interviews are provisionally scheduled for the week of 18th September.</p>