**JOB DESCRIPTION**

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| Job Title: | Development Education Officer |
| Company: | Gorta Self Help Africa |
| Department: | Programme Department |
| Location: | Head Office - Kingsbridge House, Parkgate Street, Dublin Role location flexible - nationwide |
| Contract Type: | Part time Flexible |
| Terms and Conditions: | €34,000-€36,000 pro rata, 26 days annual leave pro rata |
| Reports to: | Development Education Coordinator |
| Job Purpose: | Gorta Self Help Africa is seeking to recruit a Development Education (DE) officer to support the implementation of its Irish Aid funded Development Education programme in post-primary schools and with communities across Ireland.One of the leading implementers of Development Education activities in Irish schools for close to 20 years, Gorta-Self Help Africa’s DE programme seeks to inspire and motivate young people and the wider community to seek a world that is fair and just for all.The organisation provides schools workshops, organizes events and runs a series of special projects, including Science for Development Award at the BTYS exhibition and a schools visit to Africa, each year.  The successful candidate will work with a programme coordinator and network of school workshop facilitators to deliver workshops and other school and community-based activities.Candidates who are available to fulfil either a full-time or a part-time position would be considered. The successful candidate should have a full driving licence and access to a car as the role will necessitate travel. We envisage 30% of the working week will be spent in educational settings.cleardot |
| Key Responsibilities: | In conjunction with the Development Education Coordinator:* Develop the DE Programme of workshop delivery
* Create workshop resource tools and materials that build on DE good practice, human rights education building on G-SHA’s programme of work in Africa
* In conjunction with the Development Education Coordinator work on educational events that help to raise the profile of G-SHA and DE in Ireland
* Promote and develop the G-SHA Science for Development Award at the BT Young Scientist Exhibition
* Provide updates of their work by the submission of regular activity reports
* Ensure the database of school networks is maintained and updated regularly
* Assist in the preparation of funding applications, results based frameworks and evaluation reporting
* Maintain and build on relationships with teacher training colleges to promote DE in Initial Teacher Training
* Any other duties within the scope of the job description as designated by the Development Education Coordinator
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| Key Relationships: | **Internal** * Development Education Coordinator – Line Manager
* Programmes Director
* Communications and Programmes teams

**External** * School networks,
* Individual teachers
* Other DE service providers
* Partnership collaborators
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| Qualifications/Knowledge and Experience: | **Essential*** Primary degree in International Development and or Education, PGCE or a related discipline
* Minimum of 5 years classroom experience in the primary or post-primary education  system
* Working knowledge of development and human rights
* Excellent communication skills, both oral and written
* Excellent interpersonal skills
* Strong planning and organisational skills
* Strong IT skills including Word, Excel, Microsoft office and Salesforce
* Experienced team player
* Commitment to the vision, mission and values of Self Help Africa
* Clean Driving Licence and use of a car
* Garda Vetting is required for this role
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| Role Competencies | * 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 Self Help Africa; adapts the message to meet the communication needs of the audience.
* Delivering results – Systematically develops plans towards achieving Self Help Africa’s objectives and delivers on commitments; uses appropriate techniques to help achieve agreed objectives.
* Creativity and innovation – Seeks out, develops and successfully implements new ideas that further the needs of Self Help Africa and those we work with; builds on proven approaches and learns from ongoing work to improve it.
* Influence, advocacy and networking – Engages with others inside and outside the organisation to promote the interests of Gorta-Self Help Africa and those we work with; gathers and shares a wider knowledge of issues relevant to Gorta-Self Help Africa’s work.
* Change – Responds positively and constructively to change; manages or takes part in change processes in a way that is appropriate to role in the organisation.
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Gorta Self Help Africa is an Equal Opportunities Employer