**JOB DESCRIPTION**

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| **Job Title:** | WorldWise Global Schools (WWGS) Grants and Operations Administrator  |
| **Company:** | Gorta Self Help Africa |
| **Department:** | WWGS  |
| **Location:** | Gorta-Self Help Africa Head Office, 17-22 Kingsbridge House, Parkgate St, Dublin 8 |
| **Contract Type:** | Full time (5 days/week), Fixed term (February 2018 to 31 October 2018, subject to possible extension) |
| **Reports to:** | Programme Director, WorldWise Global Schools  |
| **Salary Range:** | €35,000 - €40,000 pro rata |
| **About WWGS:** | WorldWise Global Schools (WWGS) is the national programme for development education at post-primary level. WWGS provides funding, resources and guidance for post-primary schools to engage in development education. It is being implemented through a consortium comprising Gorta-Self Help Africa, Concern Worldwide and the Curriculum Development Unit of the City of Dublin Education and Training Board. |
| **Job Purpose:** | The Grants & Operations Administrator is responsible for providing administrative support for many of the operational aspects of the WWGS programme, including the Annual Grant Call, the Global Passport, and the Self Assessment Tool (SAT).  |
| **Key Responsibilities:** | **Grants Administration*** Input into development of annual grant call strategy and development of required documentation for annual grant call.
* Delivering grant call workshops in advance of the annual grant call.
* Coordination of appraisal process.
* Oversight of all stages of the contracting process for all grantees, including the processing and recording of fund transfer requests for all grants on a timely basis.
* Provide support to school grantees in the administration of their grants, including processing budget reallocation requests.
* Monitoring and inputting of the programme’s grants database.
* Processing grantee end of project reporting requirements, including expenditure reports.
* Ensuring contract compliance of all school grantees.
* Generate data for relevant sections of the programme’s results framework.
* Process all teacher expense (travel and substitution) claims.
* Process invoices for payment by GSHA Finance, ensuring compliance with procurement policies.

**Operational Support** * Process all daily incoming programme queries (via email and telephone).
* Process all WWGS Global Passport Applications.
* Process WWGS Self Assessment Tools received from teachers and students.
* Provide administrative support for the programme as required, such as printing, mailouts, mail merges, amongst others.
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| **Key Relationships:** | **Internal*** WWGS Team: Programme Director, Database Administrator, Programme Support Officer, Education Officers.
* Finance Department
* IT Department

**External*** Irish Aid
* Grantees: schools, NGOs, Networks
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| **Knowledge and Experience** | **Essential** * Degree level qualification in business administration, education, development studies or related field.
* Minimum 5 years experience in administration role.
* Strong IT proficiency, particularly in the use of Excel, and also including Word and CRM software.
* Evidence of strong planning/organisational skills.
* Excellent interpersonal skills
* Strong report writing/presentation skills.

**Desirable*** 2 years experience of development education/global justice work or related field
* Demonstrated experience in grants administration.
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**WorldWise Global Schools is an Equal Opportunities Employer**