**JOB DESCRIPTION**

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| **Job Title** | WorldWise Global Schools (WWGS) Programme Director |
| **Company** | Self Help Africa (SHA) |
| **Department** | WorldWise Global Schools  |
| **Location** | Self Help Africa Head Office, 17-22 Kingsbridge House, Parkgate St, Dublin 8 |
| **Contract Type** | Fulltime, 37.5-hour week (negotiable), Fixed term (until approx. August 2022). A probation period of six month will apply.(Final conditions subject to Irish Aid approval) |
| **Remuneration** | €55,000-€60,000 per annum; 26 days annual leave; pension scheme after 6 months |
| **Reports to** | Chief Finance and Operations Officer, SHA. SHA Consortium, WWGS Steering Committee  |
| **About WWGS**  | 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. The first phase of the programme will conclude in August 2018. 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 commences in September 2018 and will run until August 2022 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 Self Help Africa (as lead agency), Concern Worldwide and the Curriculum Development Unit (CDU) of the City of Dublin Education and Training Board (CDETB). |
| **Job Purpose** | The Programme Director (PD) is responsible for providing leadership, oversight and strategic direction for the WWGS programme, so that it meets its strategic aims in increasing the spread, number and mix of post-primary schools engaging in quality development education (DE) and global citizenship education (GCE) in Ireland. In collaboration with the various members of the WWGS staff team, the PD is responsible for the oversight of all aspects of WWGS operations and strategy, including: programme budget and expenditure; monitoring and evaluation of programme progress and results; annual grant call strategy; annual programme of events and training, including two national conference events; and resource development.The PD is the main contact person for the programme’s funder, Irish Aid, and responsible for the delivery of twice annual progress reports, which are built around the programme’s results-based framework. The PD is responsible for performance managing the WWGS staff team of 5 people, and liaising with the programme’s Steering Committee, for whom (s)he is required to prepare quarterly documentation and reports. The PD is responsible for building and maintaining strong relationships and alliances in pursuit of WWGS programme objectives, particularly within the DE and formal education sectors at local and national level, to include, Department of Education and Skills, National Council for Curriculum Assessment, IDEA, Dochas, NAPD and other similar agencies. (S)he will be required to provide regular inputs (verbal and written) to promote and share learning from the WWGS programme at external events, as well as for in-house WWGS events and trainings.  |
| **Key Responsibilities** | **Leadership*** Provide leadership for programme staff team and participants to work towards the common goal of embedding quality, sustainable DE in post-primary settings
* Provide a public face for the WWGS programme
* Provide a strong voice for DE in post-primary within both DE and formal education sectors
* Engage with schools, networks and NGOs as appropriate

**People Management*** Performance manage and develop dynamic staff team of 6 people, some of whom will be based regionally.

**Financial management*** Prepare quarterly expenditure reports with lead agency, GSHA Finance department and WWGS Grants and Finance Officer
* Prepare relevant budget reallocation requests to Irish Aid with GSHA Finance Department and GFO

**Strategic oversight/governance*** Coordination of and communication with Steering Committee including preparing all documentation for quarterly meetings, ensuring accurate minutes are taken and recorded, and following up on key action points agreed

**Grants (Programme Function 1)*** Develop grant call strategy and oversee implementation in conjunction with Grants & Finance Officer and team
* Coordinate and communicate effectively with Grants Selection Committee, ensuring that a robust and transparent appraisal process takes place
* Ensure detailed feedback is provided to unsuccessful grantees

**Outreach (Programme Function 2)*** Coordinate the expansion of the WWGS resource series, *Doing DE*
* Coordinate WWGS responses to relevant curriculum/policy consultations
* Coordinate WWGS inputs for key stakeholders, such as Education Panel member events/training
* Liaison point with the Ubuntu Network and IDEA, as well as key government departments

**Promotion (Programme Function 3)*** Optimise WWGS representation and build strategic alliances, primarily through the coordination of and communication with the WWGS Education Panel – collectively and individually
* Represent WWGS on key platforms, bodies and public fora.
* Maintain and build strategic alliances e.g. through networking, journal articles and the provision of inputs at key events

**M&E / Reporting (Programme Function 4)*** Oversee production of and provide inputs on the Interim and Annual Reports to Irish Aid
* Provide regular updates on WWGS progress.
* Develop documentation outlining future possible activities for DE in the post primary sector

**General*** Any other tasks or duties that may arise that are consistent with the position and developments within the programme
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| **Key Relationships** | **Internal*** The Consortium Membership Group (CMG – representatives of SHA Concern Worldwide and the CDU of CDETB)
* WWGS Steering Committee (CMG + Irish Aid representatives)
* WWGS Team: Programme Officer, Education Officers, Grants and Finance Officer, Database Administrator
* Managers of IT/Communications/Development Education/Finance Departments of SHA.

**External*** Irish Aid
* Strategic relationships within DE and formal education sectors
* WWGS Education Panel members
* Post-primary management bodies (JMB, ACCS, ETBI and NAPD) and unions (TUI and ASTI)
* Irish Development Education Association (IDEA)
* Ubuntu Network
* Department of Education and Skills (DES)
* National Council for Curriculum and Assessment (NCCA)
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| **Knowledge and Experience** | **Essential** * Masters level or equivalent qualification in development education, education or related field
* Minimum 5 years’ experience of development education/global justice work
* Minimum 5 years’ experience of project cycle management and M&E systems
* Demonstrable knowledge/experience of the post-primary education sector in Ireland. Post-primary teaching experience a plus
* Strong IT proficiency, particularly in the use of Excel, and also Word and Salesforce
* Excellent interpersonal and networking skills
* Facilitation expertise
* Excellent report writing/presentation skills
* Evidence of strong planning/organisational skills
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| **Role Competencies** | * Managing yourself – Holds an awareness of own abilities and areas fordevelopment; adapts and uses abilities to work well with others and to help achieve objectives.
* Leadership – Acts to inspire others by clearly articulating and demonstrating the values and principles that underpin work. Holds a sense of pride in WWGS and loyalty to the programme. Supports others to achieve excellent results.
* Communicating and working with others – Uses the most appropriate channel to share information with others both inside and outside of 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.
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