JOB DESCRIPTION

Job Title:	WorldWise Global Schools (WWGS) Education Officer
Company:	WorldWise Global Schools
Department:	Development Education
Location:	Munster Based
Contract Type	Full time, Fixed Term two year contract, subject to extension
Reports to:	Programme Director, WorldWise Global Schools
Salary	€40,000 - €45,000
About WWGS	WorldWise 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 take action to for change. It equips both educators and learners with the knowledge, skills and values to do so. WWGS provides teacher training, grant funding, curriculum resources and guidance to support and encourage post-primary schools to engage in Global Citizenship Education. WWGS is an Irish Aid funded programme implemented through a consortium comprising Self Help Africa, Concern Worldwide and the Curriculum Development Unit of the City of Dublin Education and Training Board.
Job Purpose:	The Education Officer (EO) for the Munster region will have primary responsibility for supporting and coordinating WWGS schools in Munster, in increasing the scope and quality of GCE in their schools, along with attracting new schools in Munster to engage with the WWGS programme The EO will support the development of in-school strategies for DE (using the Global Passport Framework). S/he will play a key role in supporting schools and school clusters (Munster Region) to effectively utilise all available WWGS supports, and in monitoring the progress of schools and their GCE programme. The EO will provide Continuous Professional Development (CPD) opportunities for schools, through design and delivery, ensuring that schools are equipped to engage in quality Global Citizenship Education through in-school (one-to-one teacher support, and whole-staff training) along with national/regional CPD. The EO will assist in monitoring the progress of the WWGS programme towards meeting its overall strategic aim and objectives, and contribute towards twice annual reporting requirements to Irish Aid. The capturing and sharing of data to track the level of GCE engagement at post-primary level is of central importance for this role. The role requires excellent communication, organisational and interpersonal skills

	to work with a wide range of schools and stakeholders, and to collaborate effectively with other members of the WWGS team, as well as using own initiative.
Key Responsibilities:	**1. Capacity Building & Support (Function 2 of WWGS)** • Provision of support to approx. 50/60 school grantees (individual schools and school clusters) • Prepare, implement and follow up on support visits to schools/clusters • Delivery of in-school Development Education (DE) support and Continuous Professional Development (CPD) for teachers • Particular responsibility for annual regional teacher CPD events, including content and delivery. • Maintaining up to date cloud database (via Salesforce) of all engagements with and support to schools, as well as essential results framework data • On-going communication and support with schools and school clusters • Develop, monitor and promote quality standards for DE through use of the Global Passport Framework and by supporting increasing numbers of schools to apply for the Global Passport Award • Supporting students in the development of their capacity to engage with and take action on Global Citizenship Education (GCE). • Creating and developing new curriculum support materials for teachers (Junior and Senior Cycle, including a TY Module) **2. Annual Grants Cycle (Function 1 of WWGS)** • Supporting Grants and Operations Administrator (GOA) with the development of grant applications and reporting templates • Recruiting new schools to engage with WWGS and DE through the annual grants cycle • Ensuring a high level of retention of existing grantees to the WWGS programme • Supporting schools through the application and reporting phases of the WWGS grant cycle Ensuring grantees are compliant with their allocated budgets and contracts • Responsible for no-cost extension and budget reallocation requests from grantees **3. Promotion (Function 3 of WWGS)** • Attending and providing inputs as required for key strategic stakeholders e.g Junior Cycle for Teachers (JCT), third level PME, grantee annual events etc. • Promotion of WWGS at external showcase events, such as BT Young Scientist and Young Social Innovators (YSI) • Representation of WWGS in key stakeholder forums, including the Education for Sustainable Development (ESD) Advisory Group, WWGS Education Panel, WWGS Teachers Advisory Group, • Developing relationships with key strategic stakeholders for the programme • Communicating WWGS and grantee activity on Social Media (via regular updates of Facebook page and Twitter feed)

	• Supporting Programme Support Officer (PSO) with the development of promotional and communications material **4. WWGS Database/Salesforce** • Support maintaining of the WWGS database, in order to ensure a clear and up to date statistical overview of DE engagement in post-primary schools. • Support the WWGS team by providing up-to-date information on applicants/grantees on request. **5. WWGS Global Passport** • Supporting schools in exploring GCE using the Global Passport, which is a framework for teachers to understand how and where Global Citizenship Education fits into the post-primary curriculum. • Support schools through the application process for the Global Passport. • Promotion of the Global Passport Award Scheme • In collaboration with the WWGS PSO ensuring results framework targets are met relating to Global Passport Award application targets. **6. Monitoring and Evaluation/Reporting** • Identify and generate, in collaboration with the PSO, quality good practise case studies in WWGS schools, including student action projects. • Support schools with the WWGS Self Assessment Tool (SAT) • Supporting Director and GOA with data requirements for half yearly reports to Irish Aid. • Review of grantee end of project narrative and financial reports (summer). • Supporting PSO with Teacher CPD Events and Annual Conference reporting. • Generate other such reports as and when required. **7. General Administration** • Provide general administrative support to the programme team particularly in relation to the Annual Grant Cycle.
Key Relationships:	**Internal** • WWGS Programme Director • WWGS EO (East) • WWGS EO (West) • WWGS Programme Support Officer (PSO) • WWGS Grants & Operations Administrator (GOA) • Database Administrator **External** • Schools (Teachers, Principals and Students involved with the WWGS Programme). • Key Post-Primary and GCE Stakeholders

Knowledge and Experience	**Essential** • Minimum 2 years post-primary teaching experience in school(s) in the Republic of Ireland in any subject(s) • Demonstrable knowledge/experience of the post-primary education sector. • Experience of creating, developing and maintaining effective working relationships with key stakeholders in the post-primary sector. • Experience in the creation of new resources or approaches in active teaching and learning methodologies. • Experience in facilitation and training. • Strong IT proficiency, particularly in the use of Excel and Word. • Excellent interpersonal skills. **Desirable** • Minimum 2 years experience of Global Citizenship Education. • Masters level qualification in development education, sustainability, education or related field. • Experience of creating, developing and maintaining effective working relationships with key stakeholders in the DE sector. • Excellent report writing/presentation skills. • Excellent database management skills. • Evidence of strong planning/organisational skills. • Strong IT proficiency, particularly in the use of Salesforce.

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