**JOB DESCRIPTION**

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| **Job Title:** | WWGS Resource & Curriculum Officer  |
| **Company:** | Self Help Africa  |
| **Department:** | WorldWise Global Schools (WWGS) <https://www.worldwiseschools.ie/> |
| **Location:** | Flexible Working Location |
| **Contract Type:** | Full-Time, Fixed-Term Contract until 31st August 2023 |
| **Salary:** |  €44,000 - €49,000 Per Annum  |
| **Reports to:** | Interim Programme Director, WorldWise Global Schools  |
| **About WWGS**  | WorldWise Global Schools (WWGS) is Ireland’s national programme for Global Citizenship Education (GCE) at post-primary level. GCE promotes an understanding of the unequal world in which we live, by critically exploring and challenging issues of inequality and injustice, and by fostering action for meaningful change. It equips both educators and learners with the knowledge, skills and values to do so. WWGS provides post primary schools with access to Continuous Professional Development (CPD) for teachers on GCE, as well as access to grant funding, and the WWGS Global Passport Award framework. In addition, the programme provides access to wide ranging 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 City of Dublin Education and Training Board (CDETB) Curriculum Development Unit. WWGS is a dynamic and evolving programme and additional education capacity is now required on the programme for the 2022-23 academic year. |
| **Job Purpose:** | This is a new role that is being created for 2022-23 to enhance current team capacity. It is intended that this role will complement and support the existing team on the WWGS programme, and particularly the Education Officers on the team. There are currently four regionally based WWGS Education Officers. This role requires competency and experience in the education sector, preferably the formal education (post primary) and/or Global Citizenship Education (GCE) sector. The role has specific responsibilities around curriculum related and GCE content development. The role requires strong communication, organisational and interpersonal skills to collaborate effectively with other members of the WWGS team, as well as using one’s own initiative. |
| **Key Responsibilities:** | The duties of the Resource & Curriculum Officer includes but is not limited to the following list of key responsibilities.**WWGS Resources:*** Undertake Global Citizenship Education (GCE) themed research for the purposes of developing up-to-date knowledge and material for the programme.
* Undertake the development of a series of school GCE Case Studies for the purpose of demonstrating and promoting good practice GCE at post primary level.
* Undertake collaboration with WWGS-funded NGOs, in conjunction with the WWGS Grants & Operations Officer, to create and promote awareness of their services and resources amongst both post primary schools as well as strategic stakeholders.
* Undertake content and resource updates on the WWGS website.
* Provide support for new resource requirements as may be identified as part of the current review process for the WWGS Global Passport Award framework, and any other programme developments this year.

**WWGS Curriculum Subject Guides:*** Undertake a scoping review to identify content updates that may be required on existing WWGS Junior Cycle subject guides.
* Development of updated curriculum related content for all existing WWGS programme resources, which includes the thematic resource sheets, as well as updating existing Junior Cycle subject guides.
* Coordinate completion of the new Junior Cycle and Senior Cycle subject guides currently under development this year.
* Support the promotion and dissemination of existing and new WWGS subject guides amongst relevant strategic stakeholders, including collaboration with relevant subject associations.
* Undertake a scoping review for the development of further new WWGS subject guides, particularly at Senior Cycle.
* Develop a WWGS subject guide framework template in collaboration with the Education Officers that will be used to inform all future WWGS resource development.
* Contribut~~e~~ to or lead the development of WWGS responses to new curriculum specification consultations that are launched throughout this academic year.

**Additional:*** Undertake general administrative duties alongside the team of Education Officers on the WWGS programme.
* Provide support to colleagues, where required, in the organisation and administration of key programme events and conferences.

The above list of key responsibilities is not an exhaustive list and other duties of a similar nature to the Education Officer roles may be identified as required.  |
| **Key Relationships:** | **Internal*** WWGS Interim Programme Director
* WWGS Regional Education Officers (EOs)
* WWGS Grants & Operations Officer
* WWGS Programme Administrator

**External*** Schools (Teachers, Principals and Students involved with the WWGS Programme)
* Key Post-Primary and GCE Stakeholders
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| **Knowledge and Experience** | **Essential:** * Minimum 3 years experience of Global Citizenship Education
* Demonstrable knowledge/experience of the post-primary education sector
* Experience in the creation of new resources or approaches in active teaching and learning methodologies
* Knowledge of pedagogical practice and methodologies
* Strong writing and presentation skills
* Strong IT proficiency, particularly in the use of Excel and Word
* Excellent interpersonal skills

**Desirable:*** Masters level of qualification in education or other relevant field such as development education, sustainability, or related field
* Minimum 2 years post-primary teaching experience in school(s) in Ireland and/or the United Kingdom in any subject(s)
* Experience of creating, developing and maintaining effective working relationships with key stakeholders in the GCE sector
* Strong database management skills
* Evidence of strong planning/organisational skills
* Experience of using bespoke CRM software, particularly Salesforce
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