**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, Dublin 8(Hybrid Working Arrangement Available) |
| **Contract Type** | Fulltime, Permanent Contract. A probation period of six month will apply.(Final conditions subject to Irish Aid approval and funding) |
| **Remuneration** | €58,000 - €63,000 per annum (commensurate with level of experience) 26 days annual leave; pension scheme after 6 months |
| **Working Hours** | 37.5 Hours Per Week  |
| **Reports to** | WorldWise Global Schools Consortium, and Self Help Africa (as lead agency) |
| **About WWGS**  | WorldWise Global Schools (WWGS) is the national programme for Global Citizenship Education (GCE) at post-primary level in Ireland. It is an Irish Aid strategic partnership programme, originally established in 2013, and is implemented on behalf of Irish Aid by a consortium of seven organisations, with Self Help Africa as the lead agency. The first phase of the programme concluded in August 2018, with a second multi-annual phase of the programme in operation from 2018 to 2023. Under Irish Aid’s most recent Global Citizenship Education Strategy (2021 – 2025), post-primary education is a key area of delivery for the strategy. A new third phase of the WWGS programme will take effect from 2023 until 2028.This WWGS consortium is led by Self Help Africa (as lead agency). The members of the consortium are Concern Worldwide, the City of Dublin Education and Training Board Curriculum Development Unit (CDETB) (CDU), the Ubuntu Network, the National Association of Principals & Deputy Principals (NAPD), the Association of Secondary Teachers in Ireland (ASTI) and the Teachers Union of Ireland (TUI), and Self Help Africa as the lead agency.The goal of the WWGS programme is increased reach, accessibility, quality and effectiveness of Global Citizenship Education in the post-primary sector in Ireland. The programme seeks to do this through implementation of a range of interventions and supports for the post-primary sector. This includes building the capacity of educators to understand and teach GCE, promotion of a whole school approach to GCE amongst participating primary schools, and seeking to enhance programme influence on the formal education and global citizenship education sectors. |
| **Job Purpose** | The Programme Director (PD) is a management position, and the PD is responsible for leading on and managing all aspects of WWGS operations and strategy. This includes leadership of the staff team, and management of relationships within the expanded consortium membership. The PD will lead the implementation of annual programme strategies including teacher capacity building, the Global Passport framework, grant funding, and flagship programme events, as well as oversight of the programme budget and monitoring of programme progress and results. In addition, the PD has responsibility for leading on programme inputs to post primary curriculum reform, as well as oversight of all curriculum linked resources and materials developed by the programme. The PD has particular responsibility for leading the programme’s engagement with all strategic processes and stakeholders in the sector, including with other Irish Aid strategic partners. The PD is the main contact person for the programme’s funder, Irish Aid, and has overall responsibility for the delivery of progress reports to Irish Aid, which are built around the programme’s Logic Model (LM) and Results Based Framework (RBF). They are responsible for building and maintaining strong relationships and alliances in pursuit of WWGS programme outcomes, particularly within the Global Citizenship Education (GCE) and formal education sectors at local and national level, to include, the Department of Education, National Council for Curriculum Assessment (NCCA), IDEA and several other similar agencies.  |
| **Key Responsibilities** | **Programme Leadership & Promotion*** Provide a public face for the WWGS programme and a strong voice for GCE in post-primary within both GCE and formal education sectors.
* Provide a leading role in WWGS coordination with other Irish Aid strategic partners.
* Lead on policy dialogue in the formal education sector and the global citizenship education sector.
* Provide leadership for programme participants and work towards the common goal of embedding quality, sustainable GCE in post-primary settings.
* Optimise WWGS representation in the post primary space and build strategic alliances through effective coordination and communication with the WWGS Education Panel members collectively and/or bilaterally.
* Maintain and build strategic alliances e.g. through networking, journal articles and the provision of inputs at strategic stakeholder events.
* Provide inputs (verbal and written), as required, to promote and share learning from the WWGS programme at external events, as well as for in-house WWGS events and trainings
* Represent WWGS on key external platforms, bodies and public fora.
* Engage and support schools, networks and NGOs as appropriate.

**Team Management & Leadership** * Lead a committed and experienced team of GCE professionals.
* Nurture a shared culture based on the ethic of care and social justice within global citizenship education.
* Performance manage and develop the team of Education Officers (EOs), who are regionally based, and the Deputy Director (DD).
* Provide mentoring and training support as required in relation to relevant aspects of the above roles and/or identify alternative supports as required.
* Undertake regular workplan reviews in line with agreed Job Descriptions (JDs) and evolving programme requirements, including regular weekly and/or monthly meetings as required, to ensure role objectives are being fulfilled.
* Undertake annual Performance Development Reviews (PDRs), including follow ups arising from the annual reviews.
* Ensure fulfilment of all HR related administration, including submission and approval of time records, annual leave requests, processing sick leave requests, and Time Off in Lieu (TOIL) requests for additional hours worked.
* Support the DD in the performance management of all administrative and operational staff team members.

**Programme Governance*** Support the development and strengthening of relationships with new and existing consortium members, and identifying opportunities to deepen and optimise collaboration amongst all consortium members during implementation of the third phase of the programme.
* Responsible for ongoing liaison with the consortium members.
* Report to the Consortium and SHA at agreed intervals on the ongoing delivery of programme outcomes and outputs.
* Organise, with the WWGS Consortium, the scheduling of regular consortium meetings (online and/or in-person), scheduling of bi-annual meetings with Irish Aid, and preparation of all relevant documentation.

**Programme Delivery** * Coordinate delivery of all key programme strategies, including teacher capacity building, the Global Passport framework, the annual grant call, curriculum linked resource development, amongst other outputs.
* Coordinate WWGS inputs to curriculum reform processes to ensure strengthened integration of GCE at post primary level.
* Coordinate WWGS inputs for key programme strategic stakeholders, including education partners.
* Participate in and contribute to formal education sector and GCE sector working groups where possible.
* Lead on strategic reviews to explore opportunities for WWGS CPD accreditation and to amplify Global South voices in Phase III of the programme.
* Support and supplement the capacity of the team of Education Officers through limited delivery of school inputs where required.
* Work with DD on all aspects of programme budgeting and financial reporting, as well as compliance with all programme monitoring, reporting and evaluation requirements.
* Other tasks or duties that may arise over the course of Phase III, as directed by the consortium and which are consistent with the position.
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| **Key Relationships** | **Internal*** The WWGS Consortium– representatives of all consortium members
* Self Help Africa
* WWGS Team: Deputy Director, Education Officers, Grants and Operations Administrator, Database Analyst & Administrator, Programme Administrator.
* Managers of IT/Communications/Development Education/HR/Finance Departments of SHA.

**External*** Irish Aid
* Strategic relationships within GCE and formal education sectors
* WWGS Education Panel members
* Post-primary management bodies and patron bodies
* Irish Development Education Association (IDEA)
* Department of Education
* National Council for Curriculum and Assessment (NCCA)
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| **Knowledge and Experience** | **Essential:*** Degree with a postgraduate masters level or equivalent qualification in education / global citizenship education / development studies, or related field
* Minimum 5 years’ experience in global citizenship education / social justice / education for sustainable development, or related areas
* Demonstrable knowledge/experience of the formal education sector in Ireland, in particular knowledge of the post-primary curriculum
* Strong management background, with a minimum 5 years’ management experience, including project management, team management, and budget management. Strong people management experience is required, including team leadership, team building, problem-solving and building cohesion.
* Excellent interpersonal and networking skills
* Experience of project reporting, monitoring and evaluation systems

**Desirable:*** Fluency in the Irish language.
* Facilitation expertise
* Excellent report writing/presentation skills
* Strong IT proficiency, particularly in the use of Excel, Word as well as CRM software e.g. Salesforce
* Evidence of strong planning/organisational skills
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| **Role Competencies** | * 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.
* Delivering results – Systematically develops plans towards achieving WWGS objectives and delivers on commitments; uses appropriate techniques to help achieve agreed objectives.
* 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.
* Planning and decision-making – Systematically develops plans towards achieving WWGS objectives and delivers on commitments; makes clear, informed and timely decisions appropriate to the 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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*All candidates offered a job with Self Help Africa/United Purpose will be expected to sign our Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. Specific roles may require Police/DBS/ [relevant police authority] vetting.*

**Self Help Africa/United Purpose strive to be an equal opportunities employer.**