Job Description

WorldWise Global Schools (WWGS) Education Officer

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| **Job Title:** | Education Officer (EO) - Leinster Region - Maternity Leave Cover  |
| **Company:** | Self Help Africa |
| **Programme:** | WorldWise Global Schools |
| **Location:** | Remote and/or hybrid working arrangements available**Office:** Self Help Africa Head Office, Kingsbridge House, 17-22 Parkgate Street, Dublin 8, D08 NRP2. |
| **Contract Type:** | Full time, Fixed-Term Specific Purpose Contract |
| **Reports to:** | Programme Director, WorldWise Global Schools |
| **Salary:** | €45,000 - €51,500 (based on 5 days/week, equivalent to 37.5 hours) |
| **Annual Leave Entitlements:** | 26 days annual leave for full time employees |
| **About WWGS:** | WorldWise Global Schools (WWGS) is the national programme for Global Citizenship Education (GCE) at post-primary level in Ireland. 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 for change. It equips both educators and learners with the knowledge, skills and values to do so. The goal of the WWGS programme is increased reach, accessibility, quality and effectiveness of Global Citizenship Education in post-primary schools.The programme aims to achieve this goal through implementation of a range of GCE interventions and supports for post-primary schools. This includes building the capacity of educators to understand and teach GCE, promotion of a whole school approach to GCE amongst participating post primary schools, and seeking to enhance programme influence on both the formal education and global citizenship education sector.WWGS is an Irish Aid strategic partnership programme, established in 2013, and is implemented on behalf of Irish Aid by a consortium, with Self Help Africa (SHA) as the lead agency. |
| **Job Purpose:** | This position is for the specific purpose of providing maternity leave cover. The WWGS Education Officer (EO) – Maternity Leave cover position is based in Leinster and will have primary responsibility for **supporting WWGS schools in Leinster**, in increasing the depth and quality of GCE in their schools. They will support schools to effectively engage with 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) and national/regional CPD. The EO will assist in monitoring the progress of the WWGS programme towards meeting its overall goal, and will contribute towards 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. |

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|  | 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:** | **The 4 key areas of responsibility are:**1. **Capacity Building & Support**
	* Provision of support to school grantees
	* Prepare, implement and follow up on support visits to schools
	* Delivery of in-school GCE support and Continuous Professional Development (CPD) for teachers
	* Contribute to preparing for and delivering on 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 GCE through use of the WWGS **Global Passport Framework** and by supporting increasing numbers of schools to apply for the Global Passport Award
2. **Resource Development (teaching and learning materials)**
	* Supporting the programme in the development of new curriculum linked resources for junior cycle and senior cycle specifications, including piloting, promoting, monitoring and evaluating the impact of the resources, in addition to supporting the updating of existing curriculum resources.
	* Supporting the development of high quality case studies that demonstrate in-school GCE at post-primary level (available in print and digital), as well as disseminating and promoting utilisation of the case studies.
3. **Annual Grants Cycle**
	* Encouraging and recruiting new schools to engage with WWGS and GCE through the annual grants cycle, and ensuring ongoing engagement of existing grantees with 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 budget reallocation requests from grantees
	* Support the WWGS team by providing up-to-date information on applicants/grantees on request
4. **Programme Promotion & Support:**
	* Supporting schools in exploring GCE using the WWGS Global Passport, which is a framework for teachers to understand how and where Global Citizenship Education fits into the post-primary curriculum, including supporting schools through the application process for a Global Passport Award
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|  | * Provide event management support for key programme trainings and events during the school year
* Support maintaining of the WWGS database, in order to ensure a clear and up to date statistical overview of GCE engagement in post-primary schools
* Communicating WWGS and grantee activity on Social Media (via regular updates of Facebook page and Twitter feed)
* Supporting with the development of promotional and communications material for the programme
* Provide general administrative support to the programme team
* Any other tasks that may be deemed relevant to the role by the WWGS Programme Director
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| **Key Relationships:** | **Internal*** WWGS Programme Director
* WWGS Deputy Director
* WWGS Education Officer (East/North Leinster)
* WWGS Education Officer (South/Munster)
* WWGS Education Officer (West/Connaught)
* WWGS Resource & Curriculum Officer
* WWGS Grants & Operations Administrator
* Database Analyst & Administrator
* WWGS/SHA Communication and design team
* WWGS Consortium

**External*** Schools (teachers, principals and students involved with the WWGS Programme).
* Key post-primary and GCE Stakeholders
* Irish Aid
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| **Knowledge and Experience** | **Essential*** Background in Global Citizenship Education/Development Education, education or development ideally with a cross over knowledge of each
* Minimum 2 years’ experience working in the area of Global Citizenship Education in formal education
* Experience in teacher education
* Experience of creating, developing and maintaining effective working relationships with key stakeholders in the post-primary sector
* Excellent written and oral English language
* Excellent writing/presentation skills
* Excellent interpersonal skills
* Clean full driving license, access to a car and flexibility in relation to travel within Ireland (Leinster region in particular)
* Evidence of strong planning/organisational skills
* Excellent database management skills
* Strong IT proficiency, particularly in the use of Excel and Word
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|  | **Desirable*** Demonstrable knowledge/experience of the post-primary education sector
* Degree or higher level qualification in education / global citizenship education / development studies, or related field
* Experience in curriculum design, pedagogy, and/or the development of classroom-based Instructional materials
* Experience of resource development
* Experience in the development of good practice case studies
* Working knowledge on the use of online data management/CRM systems, particularly in the use of Salesforce
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| **Role Competencies** | * **Managing yourself** – Holds an awareness of own abilities and areas for development; adapts and uses abilities to work well with others and to help achieve objectives. Communicating and working with others – Uses the most appropriate channel to share information with others both inside and outside 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. Is forward-thinking, innovative and strategic with the ability to adapt to a dynamic working environment and self-organise while working as part of a team
* Is **inclusive, respectful, and collaborative**
* Is **human rights and global justice centred**
* Has ability to **work well within a team** that is based regionally around the county
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