

**JOB DESCRIPTION**

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| **Job Title:** | **Development Education Officer** |
| **Company:** | Self Help Africa is an Irish-headquartered international development  organisation that is dedicated to ending hunger and poverty in rural  Africa. It is the main operating entity in the Gorta group of companies that also includes Partner Africa, TruTrade and Self Help Africa NI.  We are an ambitious and growing organisation with expertise in small-scale farming, growing farm businesses, nutrition and supporting rural poor communities to access new markets and earn fair prices for their produce. We have recently added humanitarian response to our portfolio to allow us to provide emergency assistance to communities that we work with.  Self Help Africa is the result of a series of mergers that have taken place in  the past decade. In 2008, Self Help Africa was formed from the merger of Irish NGO Self Help Development International and UK-based Harvest Help. In 2014 a merger was concluded with Gorta, Ireland's longest established international agricultural development organisation. A series of other, smaller NGOs have also become a part of the organisation, including Africa Now, Traidlinks and War on Want N.I.  Self Help Africa receives funding support for its work from the general public, as well as from Irish Aid, The European Union, UK Aid, USAID, a wide variety of philanthropic trusts and foundations and other sources.  We have a long track record of success, and this year will help to lift  close to four million people out of extreme poverty.  Self Help Africa has a strong retail presence with 24 retail charity outlets on the island of Ireland. We also have subsidiary social enterprises in TruTrade, providing smallholder farmers in East Africa with a reliable source to market for their produce; and Partner Africa, a consultancy that provides ethical audits and promotes socially responsible business practice across the continent of Africa.  Self Help Africa currently works in eight countries in sub-Saharan Africa, and has offices in Dublin, London, Belfast, Shrewsbury and New York. |
| **Contract Type:** | Part time Flexible/Permanent |
| **Location:** | Self Help Africa Galway Office |
| **Reports to:** | Development Education Coordinator |
| **Salary range** | €34,000-36,000 pro rata, 26 days annual leave pro rata |
| **Job Purpose** | Self Help Africa is seeking to recruit a Development Education (DE) officer to support the implementation of its Irish Aid funded Development Education programme in post-primary schools and with communities across Ireland.  One of the leading implementers of Development Education activities in Irish schools for close to 20 years, Self Help Africa’s DE programme seeks to inspire and motivate young people and the wider community to seek a world that is fair and just for all.  The organisation provides schools workshops, organises events and runs a series of special projects, including Science for Development Award at the BT Young Scientist & Technology Exhibition and a schools visit to Africa, each year.  The successful candidate will work with a programme coordinator and network of school workshop facilitators to deliver workshops and other school and community-based activities.  Candidates who are available to fulfil either a full-time or a part-time position would be considered. The successful candidate should have a full driving licence and access to a car as the role will necessitate travel. We envisage 40% of the working week will be spent in educational settings. |
| **Key Responsibilities:** | In conjunction with the Development Education Coordinator:  • Develop the DE Programme of workshop delivery  • Create workshop resource tools and materials that build on DE good practice, human rights education building on SHA’s programme of work in Africa  • In conjunction with the Development Education Coordinator work on educational events that help to raise the profile of SHA and DE in Ireland  • Promote and develop the SHA Science for Development Award at the BT Young Scientist and Technology Exhibition  • Provide updates of their work by the submission of regular activity reports  • Ensure the database of school networks is maintained and updated regularly  • Assist in the preparation of funding applications, results based frameworks and evaluation reporting  • Maintain and build on relationships with teacher training colleges to promote DE in Initial Teacher Training  • Any other duties within the scope of the job description as designated by the Development Education Coordinator |
| **Knowledge and Experience** | Essential  • Primary degree in International Development and or Education, PGCE or a related discipline  • Minimum of 5 years classroom experience in the primary or post-primary education  system  • Working knowledge of development and human rights  • Excellent communication skills, both oral and written  • Excellent interpersonal skills  • Strong planning and organisational skills  • Strong IT skills including Word, Excel, Microsoft office and Salesforce  • Experienced team player  • Commitment to the vision, mission and values of Self Help Africa  • Clean Driving Licence and use of a car  • Garda Vetting is required for this role |
| **Qualifications/Other Requirements** | **Essential**  • Primary degree in International Development and or Education, PGCE or a related discipline  • Minimum of 5 years classroom experience in the primary or post-primary education system  • Working knowledge of development and human rights  • Excellent communication skills, both oral and written  • Excellent interpersonal skills  • Strong planning and organisational skills  • Strong IT skills including Word, Excel, Microsoft office and Salesforce  Experienced team player  • Commitment to the vision, mission and values of Self Help Africa  • Clean Driving Licence and use of a car  • Garda Vetting is required for this role |
| **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 Self Help Africa; adapts the message to meet the communication needs of the audience.  • Delivering results – Systematically develops plans towards achieving Self Help Africa’s objectives and delivers on commitments; uses appropriate techniques to help achieve agreed objectives.  • Creativity and innovation – Seeks out, develops and successfully implements new ideas that further the needs of Self Help Africa and those we work with; builds on proven approaches and learns from ongoing work to improve it.  • Influence, advocacy and networking – Engages with others inside and outside the organisation to promote the interests of Gorta-Self Help Africa and those we work with; gathers and shares a wider knowledge of issues relevant to Gorta-Self Help Africa’s work.  • Change – Responds positively and constructively to change; manages or takes part in change processes in a way that is appropriate to role in the organisation. |
| **Key Relationships:** | **Internal**  Development Education Coordinator – Line Manager  • Programmes Director  • Communications and Programme teams  **External**  • School networks,  • Individual teachers  • Other DE service providers  • Partnership collaborators |

*Any candidate offered a job with Self Help Africa will be expected to sign Self Help Africa’s 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/Garda vetting.*

**Self Help Africa is an equal opportunities employer**