ADVERT ID 104750 *

General

Self Help Africa

recruitment@selfhelpafrica.org
https://selfhelpafrica.org/ie/worldwise-global-schools-wwgs-education-officer/

MAIN DETAILS

Status:	Deactivated
Level:	Other Education
Date Posted:	Tue Jun 5 2018 14:02:21
Application Closing Date:	Tue Jun 19 2018
Commencement Date:	Mon Jul 23 2018
Status of Post:	Other
Number of Vacancies:	1

POST DETAILS

Title:
WorldWise Global School (WWGS) Education Officer

Description:
Job Title WorldWise Global Schools (WWGS) Education Officer
Organisation Self Help Africa – WWGS programme
Department Development Education
Location: can be based anywhere in Munster
Contract Type Full time, Fixed term two year contract, subject to extension
Salary €40,000 – €45,000
Reports to Programme Director, WorldWise Global Schools

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:

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)
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
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
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.
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.
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 Team 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, Experience & Skills

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.

WorldWise Global Schools is an Equal Opportunities Employer

Application Requirements

Please submit completed Application Form, Cover letter and C.V. to recruitment@selfhelpafrica.org by 5.30pm on Tuesday 19th June.

Make it clear which position you are applying for by writing the position in the subject line of your e-mail [+ Your name]".

Please click the link to download the Job Description

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Unbound/Slide Binder)
- Application Form

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Apply To:	recruitment@selfhelpafrica.org
County:	Cork
Email Address:	recruitment@selfhelpafrica.org
Phone:	
Website:	https://selfhelpafrica.org/ie/worldwise-global-schools-wwgs-education-officer/

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