

ADVERT ID 240805

General

WorldWise Global Schools

C/O Self-Help Africa 4th Floor, Joyce's Court, 38 Talbot Street Dublin 1 D01 C861
<https://www.worldwiseschools.ie/>



MAIN DETAILS

Status: Active
Level: Other Education
Date Posted: Mon Jul 7 2025
Application Closing Date: Mon Jul 21 2025
Status of Post: Permanent
Number of Vacancies: 1

POST DETAILS

Title:
Education Officer

Description:

Job Title: WorldWise Global Schools (WWGS) Education Officer – Munster
Company: Self Help Africa
Location: Munster Region (Cork/flexible) Remote and/or hybrid working arrangements available.
Contract type: Permanent
Hours: Full time, 37.5 hours per week – Monday to Friday
Reports to: Programme Director, WorldWise Global Schools
Salary: €51,468

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 act for change. It equips both educators and learners with the knowledge, skills and values to do so.

WWGS provides a Global Passport framework for post-primary GCE, teacher training, grant funding, curriculum resources and guidance to support and encourage post-primary settings to engage in Global Citizenship Education.

WWGS is an Irish Aid funded programme implemented through a consortium comprising Self Help Africa, Concern Worldwide, the City of Dublin Education and Training Board (CDETb), 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).

Job Purpose:

The WWGS Education Officer (EO) will have responsibility for supporting WWGS schools in Munster to engage in and deepen their understanding of the role of Global Citizenship Education at post-primary. They will play a key role in supporting schools to effectively utilise all available WWGS supports and in monitoring the progress of schools and their GCE programme. The Education Officer will have responsibility for supporting schools to engage with the programme through the WWGS Global Passport, a framework for educators to understand Global Citizenship Education and how it fits both within the post-primary curriculum and beyond the curriculum.

The EO will provide Continuous Professional Development (CPD) opportunities for schools, through design and delivery, ensuring that schools are equipped to engage in quality GCE through various WWGS supports and interventions (one-to-one teacher support, tailored staff inputs and whole-staff training, both in-person and online) 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 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 using own initiative and requires excellent facilitation, 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.

Key Responsibilities:

The key areas of responsibility are:

1. GCE Capacity Building & Support

Provision of support directly to approx. 70 post-primary education settings to build their capacity to adopt a whole school approach to GCE through the framework of the WWGS Global Passport and the WWGS guiding principles of GCE.

Prepare, implement and follow-up on online and/or in-person support visits/meetings with schools.

Provision of support directly to approx. 3 or more WWGS School Clusters, which are schools collaborating on joint GCE projects.

Design and delivery of in-school Global Citizenship Education (GCE) support and Continuous Professional Development (CPD) for teachers.

Contribute to preparing for and delivering on annual regional and national teacher CPD events, including content and delivery.

Maintaining database of all engagements with and support to schools.

On-going communication and support with assigned post-primary settings.

2. WWGS Global Passport

Support the provision of webinars and resources in relation to the Global Passport.

Recruit new post-primary settings to engage with WWGS and GCE through Global Passport

Applications in line with annual programme targets.

Retain a high level of participation by existing post-primary settings with the WWGS programme as part of a deeper and whole school approach to GCE.

Support post-primary settings through the online application process for the Global Passport.

Promote the WWGS Global Passport through various relevant channels.

Appraise Global Passport applications received annually from post-primary settings.

Ensure WWGS Global Passport post-primary settings are compliant with WWGS funding obligations.

3. WWGS Events

Collaborate with the team to develop a plan for relevant programme events

Secure the participation of experts/facilitators/MC and others who will input into events.

Research and secure venues (where relevant) at which to hold events.

Promote events through preparing and disseminating information to all interested parties.

Coordinate pre-event activities with responsibilities including overseeing the event implementation, creating detailed tailored running orders, engaging stakeholders, coordinating volunteers and liaising with venue.

Following the event, seek feedback from participants to inform future events and reflect on lessons learned

4. Monitoring/Reporting/Promoting

Support the WWGS Resource & Curriculum Officers in identifying and generating good practice case studies that demonstrate GCE impact at post-primary.

Support Deputy Director with data requirements for annual reporting to Irish Aid.

Maintain the WWGS Salesforce WAND database monthly to ensure a clear and up to date statistical overview of GCE engagement in post-primary settings.

Support the WWGS team by providing up-to-date information on school engagements on request.

Support the development of promotional and communications material for the programme.

Collaborate with relevant stakeholders in the sector and represent WWGS as required in various sectoral engagements.

5. General

Provide general administrative support to the programme team.

Undertake any other duties arising as commensurate with the role.

Key Relationships:

Internal

WWGS Management

WWGS Regional Education Officer

WWGS Team
External

Post-Primary Settings (educators and school leadership involved with the WWGS Programme)
Key Post-Primary and GCE Stakeholders
WWGS/SHA Communication team
Knowledge, Experience and Other Requirements:

Essential

- Minimum 2 years working in the area of Global Citizenship Education – demonstrating a strong critical and analytical approach to facilitating learning about and taking action on global justice issues
- Demonstrable experience in facilitation and capacity building
- Demonstrable knowledge/experience of the post-primary education sector and the post primary curriculum
- Experience in event management
- Experience of creating, developing and maintaining effective working relationships with key stakeholders in the post-primary sector
- Strong IT proficiency, particularly in the use of MS Office.
- Excellent written and oral English language
- Evidence of strong planning/organisational skills
- Excellent interpersonal skills
- Excellent writing/presentation skills

Desirable

- Experience in curriculum design, pedagogy, or the development of classroom-based Instructional materials
- Excellent database management skills
- Strong IT proficiency, particularly in the use of Salesforce (or a similar CRM)

Full Job Description: <https://selfhelpafrica.org/ie/worldwise-global-schools-wwgs-education-officer-munster/>

The closing date for applications is Monday, 21st July 2025 at 5pm.

Self Help Africa is an Equal Opportunities Employer

All candidates 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/ vetting.

APPLICATION REQUIREMENTS

- Letter of Application
- Application Form
- CV (Digital)

Applications may be submitted by

APPLY TO THIS JOB VACANCY

Apply To:	C/O Self-Help Africa 4th Floor, Joyce's Court, 38 Talbot Street Dublin 1 D01 C861
County:	Cork
Enquiries To:	info@worldwiseschools.ie
Website:	https://www.worldwiseschools.ie/
Further Information:	https://selfhelpafrica.org/ie/worldwise-global-schools-wwgs-education-officer-munster/