

## **Self Help Africa: WWGS Education Officer (Eastern Leinster, Midlands, Connaught) (<https://www.activelink.ie/node/106248>)**

### **Job Title: WWGS Education Officer (Eastern Leinster, Midlands, Connaught)**

**Company:** Self Help Africa - WWGS Programme

**Department:** WorldWise Global Schools (WWGS)

**Location** Remote and/or hybrid (2 days per week in the office) working arrangements available.

**Office:** Self Help Africa Head Office, Kingsbridge House, 17-22 Parkgate Street, Dublin 8, D08 NRP2.

**Contract:** Fixed Term Contract for 6 months

**Salary:** €51,468] (based on 5 days/week, equivalent to 37.5 hours)

**Reports to:** WWGS Programme Director

### **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. This WWGS consortium is led by Self Help Africa (as 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 achieve 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, promoting a whole school approach to GCE amongst participating post-primary settings, and enhancing programme influence on the formal education and global citizenship education sectors in Ireland.

### **Job Purpose:**

The Education Officer will primarily have responsibility for capacity building and coordinating WWGS supported post-primary settings. This involves working directly with post-primary personnel to increase the scope and quality of GCE, along with attracting new post-primary settings to engage with the WWGS programme.

They will play a key role in enabling post-primary settings to effectively utilise all available WWGS supports, and in monitoring the progress of post-primary settings and their GCE programmes. The EO will support post-primary settings to use WWGS GCE methodologies that will help towards developing a whole school approach to GCE through the WWGS Global Passport Framework and GCE Guiding Principles.

The EO will provide Continuous Professional Development (CPD) opportunities for schools, through design and delivery, ensuring that post-primary settings are equipped to engage in quality Global Citizenship Education through onsite or online one-to-one teacher support and whole-staff training, along with national/regional CPD.

### **Key Responsibilities:**

#### **1. Capacity Building & Support for Post-Primary Settings**

- Provision of GCE capacity building and support to a cohort of post primary education settings
- Development and delivery of onsite and/or online Global Citizenship Education (GCE) support and Continuous Professional Development (CPD) inputs for post primary educators and school management
- Prepare, implement and follow up on support visits to post-primary settings

## 2. WWGS Annual Global Passport & Grant Call

- Support the Programme Director in the administration of the Global Passport Framework
- Support post-primary settings in exploring GCE using the Global Passport
- Appraisal of Global Passport applications from post-primary settings and communicate outcomes to applicants
- Support post-primary settings through the annual call for grant applications for GCE
- Appraisal of grant applications received from post primary settings under the annual grant call

## 3. Promotion & Communication

- Promotion of WWGS at external showcase events.
- Representation of WWGS in key stakeholder forums as required.
- Assist in identifying and generating quality good practise case studies emerging from post-primary settings supported by WWGS
- Support schools with the WWGS Self Assessment Tool (SAT)
- Appraisal of grantee end of project narrative and financial reports
- Provide general administrative support to the programme team
- Any other duties as may be required as directed by the Programme Director.
- Communicating WWGS and grantee activity on Social Media (via regular updates on relevant social media pages)
- Supporting Programme Administrator with the development of promotional and communications material
- Support other Education Officers on the team in planning and delivery of key WWGS events

## 4. WWGS Data/Reporting/Salesforce

- Maintaining up to date cloud database (via Salesforce) of all engagements with and support to post-primary settings, as well as essential results framework data
- Supporting where necessary the creation and development of curriculum support materials for teachers (Junior and Senior Cycle)

## Key Relationships:

### Internal

- WWGS Programme Director
- WWGS Deputy Director
- WWGS Regional Education Officers
- WWGS Programme Administrator
- WWGS Grants & Operations Administrator
- WWGS Database Administrator

### External

- Schools (Teachers, Principals and Students involved with the WWGS Programme)
- Key Post-Primary and GCE Stakeholders

## Knowledge and Experience

### Essential

- Minimum 2 years knowledge/experience of the Global Citizenship Education (GCE) and/or post-primary sectors in Ireland
- Relevant third level qualification
- Experience in facilitation and training
- Strong IT proficiency, particularly in database management and in the use of Excel and Word
- Excellent interpersonal, communication and presentation skills
- Evidence of strong planning/organisational skills

### Desirable

- Experience of creating, developing and maintaining effective working relationships with key stakeholders in the GCE sector
- Experience in the creation of new resources or approaches in active teaching and learning methodologies
- Experience in CRM software, particularly Salesforce.
- Working knowledge of the Irish language is considered an advantage.

**APPLY NOW (<https://selfhelpafrica.org/ie/wwgs-education-officer-eastern-leinster-midlands-connaught/>)**

Closing date: 21st February 2024 at 5pm.

**Self Help Africa is an Equal Opportunities Employer**

**Region**

Hybrid / Remote / Dublin 8

**Date Entered/Updated**

12th Feb, 2024

**Expiry Date**

21st Feb, 2024

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