

CENTRE FOR GLOBAL EDUCATION



Communications and Administrative Officer- Connecting Classrooms through Global Learning

Job Description

1. Centre for Global Education

The Centre for Global Education (CGE) is a development non-governmental organisation (NGO) which provides education services that enhance awareness at a local level of international development issues. The Centre was established in 1986 by development agencies to challenge dominant stereotypes and commonly held perceptions of developing countries which are prevalent in our society. The Centre was given the remit of promoting development education, which is a participative and experiential form of learning designed to engender new skills, values, attitudes and knowledge that enable us to understand the factors that underpin poverty and injustice around the world. The Centre regards action as a central outcome of the development education learning process and encourages learners to actively engage with development issues to bring about positive social change both locally and internationally.

The Centre delivers activities in the formal and informal education sectors, produces publications and carries out research on global issues and education practice. We also publish a bi-annual, peer reviewed, open access journal titled *Policy and Practice: A Development Education Review* available at: www.developmenteducationreview.com

Centre for Global Education

9 University Street

Belfast, BT7 1FY

Tel: 028 90241879

E-mail: info@centreforglobaleducation.com

Web: www.centreforglobaleducation.com

CGE schools' web site: www.globallearningni.com

Facebook: <https://www.facebook.com/centreforglobaleducation>

Twitter: @cgebelfast

Centre for Global Education is a registered charity under Inland Revenue number XR73713 and a Company Limited by Guarantee Number 25290. It is also a charity registered with the Charity Commission Northern Ireland (Number: NIC104991)

2. Background to Programme

In 2015, the United Nations launched the Sustainable Development Goals (SDGs) outlining a vision for 2030 that would end poverty, protect the planet and ensure that all people enjoy peace and prosperity. Within this, a clear commitment was made to ensure that every country in the world developed a high-quality, inclusive and equitable education system that supported young people to live and work in a globalised economy, and to use their knowledge, skills and values to contribute to a fair and sustainable world.

It is clear that in order to achieve the SDGs, education systems will need not only to provide the essential knowledge and mastery that young people require in literacy and numeracy, but also to deliver this in a manner that develops key transferable skills (such as critical thinking) and attitudes (such as resilience, mutual respect and tolerance). Development education and global learning (DEGL) play a vital role in creating such a system, and has been part of Northern Ireland's education landscape for over 30 years.

Between 2014 and 2018, the Centre for Global Education successfully managed the Department for International Development (DFID) funded Global Learning Programme (GLP) in Northern Ireland. Through a rolling programme of training, the GLP developed the capacity of 50% (535) of primary, post-primary and special schools in Northern Ireland to deliver Global Learning through a whole school approach. A research [impact report](#) carried out by Ulster University showed evidence of positive impacts on pupils, teachers and at the whole school level.

3. Connecting Classrooms through Global Learning

To build on the successes of the GLP, the British Council and DFID will co-fund the Connecting Classrooms through Global Learning (CCGL) programme (the "Programme") from 2018 to 2021 to provide opportunities for pupils in Northern Ireland (as well as England, Scotland and Wales) and in the global South to learn about and take action on global issues, as well as to develop their key transferable skills through six main elements:

- > Grants to support DEGL networks of schools and partnership projects between schools in the UK and schools in the global South;
- > Professional development training for teachers and school leaders in Northern Ireland and the global South;
- > Online partnerships plus access to teaching and learning resources;
- > School and teacher level accreditation and awards;
- > Advocacy and awareness raising at policy level; and
- > Monitoring and evaluation of the above elements.

The British Council have been contracted to manage the programme across the UK. The Centre for Global Education has been contracted by the British Council as an Expert Lead Centre to manage delivery of CCGL in Northern Ireland, support the recruitment of schools and clusters wishing to engage in international school partnership projects and deliver CPD training packages for teachers on global learning.

4. Communications and Administrative Officer - Connecting Classrooms through Global Learning

4.1 Summary of Responsibilities

The post-holder's responsibilities will include: effective and timely communications and promotions with schools through telephone, digital and e-communications; responding to requests for training; drafting contracts for schools and CCGL freelance trainers using set templates; the planning and organization of events; maintenance of databases; literature and mailshots; and maintaining a social media profile for the programme. The post is part-time (FTE 0.8) with a fixed-term contract until 30th June 2021. The post-holder will be located in the Centre for Global Education and may require travel to schools or events on occasion.

4.2 Specific Duties

To support the recruitment of a target number of schools and clusters applying for international partnership grants and participating in Continuing Professional Development (CPD) training through effective programme promotions and communications.

- > Collaborate with colleagues to create an effective promotions and communications strategy to help fulfill programme targets and objectives.
- > Implement agreed work plan objectives to secure schools' participation in the programme activities, signposting them toward resources, CPD, local advisors and other forms of support.
- > Support the creation and dissemination of key messages to be used when promoting the programme activities to schools.
- > Write correspondence to schools and produce and send electronic and printed materials promoting the programme's activities.
- > Liaise with key individuals and organisations in the British Council, civil society and the formal education sector to promote CCGL activities.
- > Develop effective communications with key programme stakeholders including teachers, school management, CCGL trainers, CCGL Local Advisors and statutory education bodies.
- > Support schools, where needed, to find local partner schools in order to meet the minimum number of teachers required to benefit from CCGL CPD training.
- > Ensure all communications and materials produced adhere to British Council CCGL guidelines.

Digital Communications

- > Update and maintain the Global Learning Schools NI website for schools.
- > Create reports on website use using Google Analytics.
- > Establish and maintain social media accounts for the programme to assist the dissemination of resources, global learning practice and programme activities.
- > Create content for and publish a monthly or termly e-newsletter for schools.

Administration

- > Act as the central point of contact for all programme correspondence and queries, by post and telephone.
- > Forward emails, calls and messages to the School Advisors and Programme Manager as required.
- > Adhere to information and communication systems and processes developed for the programme.
- > Monitor and respond to training requests received through the online booking system.
- > Draft contracts for schools and CCGL freelance trainers based on set templates.
- > Monitor all ongoing training courses ensuring they are on track and flag any issues to the Programme Manager.
- > Manage orders for stationery, equipment, materials and training equipment as required.
- > Monitor and process invoices to be paid by the project.
- > Maintain project administration, including paper based and electronic filing.
- > Maintain a shared project calendar.
- > Minute meetings as required.

CCGL Events

- > Provide administrative support in relation to the promotion, planning, registration, delivery and evaluation of CCGL events. This will include booking suitable venues, equipment, catering and other administrative arrangements.
- > Communicate effectively and efficiently with training facilitators, participants and venues to ensure the smooth running of events.
- > Compile materials for programme events, including name badges, attendance lists, training materials etc.
- > Carry out a post-event check of materials ensuring that they are securely stored and replenished.
- > Word process any information generated through the events as required in a readable and logical format.
- > Check, approve and input any teacher and school expense claims for travel and sub-cover, before passing on for authorisation.

Database Management

- > Support the design and maintenance of effective information storage and management systems including databases of schools and key contacts.
- > Update databases as necessary, spot checking for accuracy, adding new records or changing information already included.
- > Provide data on school participation as requested to assist with reporting.
- > Input event registration/ attendance information.
- > Lead on ensuring programme compliance with the General Data Protection Regulation (GDPR).

Governance and Collegiality

- > Ensure compliance with all necessary governance requirements of the programme and the CGE.
- > Develop effective working relationships and internal communications with the staff team in the CGE.
- > Contribute to forward planning of programme delivery.
- > Support colleagues with the proof reading and design of any programme resources such as teacher handbooks.
- > Participate in monthly/weekly (as required) team meetings and one-to-ones with the Programme Manager.
- > Represent the interests of the CGE and the programme in all communications.
- > Reflect on own learning needs for effectively carrying out the post's responsibilities and identify suitable training opportunities.
- > Support the recruitment and induction of any new CCGL staff, interns or volunteers.
- > Take on any additional tasks deemed necessary for the successful completion of programme activities.

5. Timescale and Conditions

Salary	£30,000 per annum pro rata (plus employer's NIC and Pension contributions) - this post has been funded by the British Council and Department for International Development (DFID) until 30 th June 2021 and will have a probationary period of six months.
Pension	The Centre for Global Education operates a Stakeholder Pension Scheme for employees which will facilitate contributions to a private pension plan from the employer and employee.
Hours	28 hours per week. Days and times to be agreed. It will be necessary on occasion to work outside these hours for which time off in lieu will be offered.

Management Reporting line will be to the CCGL Programme Manager.

Annual Leave 25 days' holiday per annum plus statutory days (pro rata). The holiday period runs from the date of appointment.

Equal Opportunities The Centre for Global Education aims to be an equal opportunities employer and welcomes applicants irrespective of their sex, sexual orientation, religion, marital status, ethnic origin or disability.

Duration of post From the date of appointment to 30th June 2021.

This role description will be reviewed in June 2019 or at any point during the programme should the British Council amend the terms of reference.

6. Skills Criteria

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> > A Third Level qualification in a relevant discipline e.g. education, communications and marketing or project/business management. 	<ul style="list-style-type: none"> > A qualification in Communications and Marketing.
Experience	<p>A minimum of 3 years' experience of/in:</p> <ul style="list-style-type: none"> > implementing an effective communications strategy with multiple inputs including time bound projects with targets and tight deadlines. > website and social media management > direct and digital marketing, including the creation and dissemination of e-newsletters. > writing editorial copy for both digital and print use. > stakeholder engagement. > database management including the use of Microsoft Excel for the creation and management of databases. 	<p>Experience of/ in:</p> <ul style="list-style-type: none"> > implementing a communications strategy for engaging schools in a programme. > working in a school or working closely with teachers. > experience of working in a multi-disciplinary team. > using desktop publishing software > writing about global issues and/or writing for educators/teachers. > event management.
Knowledge and understanding		<ul style="list-style-type: none"> > A working knowledge and understanding of the formal education sector in Northern Ireland. > Knowledge of the voluntary and community sector.

		<ul style="list-style-type: none"> > A strong understanding of, or working background in, international development issues or global learning/development education.
Skills	<ul style="list-style-type: none"> > The ability to create and maintain effective information storage systems. > The ability to develop, implement and monitor communications strategies incorporating multiple channels. > Excellent IT skills including proficiency in Microsoft Office and Microsoft Access. > Excellent time management, administrative and organisational skills. > Excellent written and oral communication skills. > The ability to work independently and collaboratively with other members of a team where necessary. 	<ul style="list-style-type: none"> > Market research. > Report writing.

7. Applications

The Centre for Global Education invites applications for this post. Applications are available on the Centre for Global Education's web site at www.centreforglobaleducation.com/jobs or by phoning 02890241879.

Your application should be received by e-mail along with the completed monitoring form by **10am on Monday 14th January 2019**. E-mail your application to: orla@centreforglobaleducation.com.

The Selection Panel reserves the right to enhance the criteria in order to facilitate a manageable shortlist.

If you have any queries please phone Orla Devine on (028) 9024 1879

8. Further reading

For further information please visit the following web sites:

www.centreforglobaleducation.com

www.globallearningni.com

<https://connecting-classrooms.britishcouncil.org/>

Centre for Global Education, December 2018