

CENTRE FOR GLOBAL EDUCATION



Programme Manager- 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

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2. Background to Programme

In 2015, the United Nations published 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 learn about global interdependence 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 reading, writing and mathematics, 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 have co-funded 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 overall programme across the UK and 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 and support the recruitment and capacity building of clusters of CCGL schools.

3. Programme Manager - Connecting Classrooms through Global Learning (CCGL)

3.1 Summary of Responsibilities

The Programme Manager will lead on the implementation, management, monitoring and evaluation of the CCGL programme in Northern Ireland in line with agreed objectives and the terms of agreement with the British Council. S/he will ensure effective programme planning, through a project management approach which will include: leading on the design and implementation of appropriate CCGL programme processes and procedures; creating and implementing a strategy for the recruitment of the targeted number of individual schools and clusters applying for international partnership grants in collaboration with the two School Advisors and Communications and Events Manager; creating and implementing a strategy for the recruitment and delivery of on-demand and scheduled training courses to teachers in collaboration with the Communications and Events Manager and Project Officer; strategically planning and promoting CCGL opportunities to schools; leading and managing a team of high quality staff, freelance trainers and education consultants who will provide support to schools and other stakeholders in delivery of CCGL; ensuring that the deliverables of two CCGL contracts are achieved; managing the project budget; and overseeing programme monitoring, evaluation and reporting requirements. The post is part-time (FTE 0.9) with a fixed-term contract until 31st August 2021. The post holder will be located in the Centre for Global Education.

3.2 Specific Duties

- **Create Resources:** Oversee the writing, design and publication of a number of resources throughout the Programme as required. Key documents to be created with the support of freelance consultants in 2020 include: a global learning assessment toolkit for teachers and adaptation of British Council training materials for the Northern Ireland context.
- **Recruit and Train a Network of Cluster Coordinators:** Oversee the recruitment and training of a target number of cluster coordinators. Support the two School Advisors to build teachers' capacity to coordinate a CCGL cluster in their local area, complete a cluster self-evaluation, write a grant application, manage an international partnership project and plan activities to build the capacity of other teachers within the cluster. Train and support teachers from individual schools wishing to apply for international partnership grants also.

- **Deliver CCGL training to 200 teachers per year:** Oversee a process and plan for the promotion of courses, registration of schools/participants, contracting of schools and trainers, reporting to the British Council and processing trainers' invoices. Support the Communications and Events Manager and Project Officer to create and implement this plan.
- **Lead and Manage Programme Staff:** Line manage two Global Learning School Advisors, a Communications and Events Manager, a Project Officer (line managed by the Communications and Events Manager), freelance trainers and any education consultants required to support the achievement of programme objectives. Lead staff in supporting and advising schools on the range of quality training and support opportunities available to them through the programme. Chair monthly team meetings and create annual staff objectives and work plans for each staff member. Promote a culture of self-improvement through planning for staff's continuous professional development. Carry out annual appraisals and regular one-to-ones to ensure staff time is spent efficiently and to the greatest benefit of the Programme. This may involve holding meetings, webinars, mentoring and training in order that they are suitably prepared and empowered to carry out their role.
- **Ensure effective promotion and communications:** Support the Communications and Events Manager to create and effectively implement a promotions and communications strategy and plan for CCGL in Northern Ireland. Ensure that effective information and communication systems are developed including consultation processes to identify school and teacher needs. Promote the CCGL Programme at a local level to ensure the targets are met. Work in partnership with the programme's Communications and Events Manager to ensure that activities and good practice are effectively promoted through a programme web site, social media platforms and promotional literature. This will involve communications with teachers and SLTs that frame the programme activities in the context of the curriculum and teaching / training needs. Represent the interests of the CGE and the programme at both internal and external meetings.
- **Sectoral Engagement:** Pro-actively seek and secure the support of key formal and non-governmental organization (NGO) sector organisations to promote CCGL opportunities and build support for global learning. Ensure that the programme takes account of national and regional policies, reports and research findings.
- **Monitoring and Evaluation:** Monitor participation of schools and clusters and, in liaison with the British Council, make interventions to ensure participation represents the sector evenly in terms of geographical location and pupil deprivation (using the standard country-relevant indicator such as eligibility for free school meals). Monitor the delivery of services to schools, using effective monitoring and evaluation procedures and processes. Provide a quarterly quantitative, financial and narrative report on all deliverables and work plan, attend quarterly review meetings with the British Council and participate in the Northern Ireland Steering Group with the British

Council and other key stakeholders, including representatives from the Department for Education and relevant statutory and non-statutory education bodies. Ensure compliance with all necessary governance requirements of the programme and the CGE.

- **Manage the Programme Budget:** Ensure robust financial management procedures are in place for the programme that meet with all the requirements of the British Council. Diligently manage the programme finances and ensure that the programme achieves value for money in all areas of expenditure. Comply with all British Council reporting procedures and ensure that regular financial updates are forwarded to the Centre for Global Education's Management Board. Ensure that the budget is included in the independent annual audit of CGE accounts.

- **Carry out any additional tasks deemed necessary for the effective delivery of the Programme.**

5. Timescale and Conditions

Salary £42,616 pro rata (plus employer's NIC and Pension contributions)

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 32 hours per week. It will be necessary on occasion to work outside these hours for which time in lieu will be offered.

Management Reporting line will be to the Centre for Global Education's Director who will also serve as Project Leader.

Annual Leave 25 days holiday plus statutory days are provided on a pro rata basis. 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 This post has been funded by the British Council and Department for International Development (DFID) until **31st August 2021** and will have a probationary period of six months.

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

6. Skills Criteria

| Factor | Essential | Desirable |
|--|--|---|
| Qualifications & Experience | <p>Under-graduate degree or equivalent qualification.</p> <p>A minimum of 3 years' experience of leadership and /or project management in an education context.</p> <p>A minimum of 3 years' experience line managing staff and/or volunteers.</p> <p>Experience of managing and reporting on time-bound statutory, European Union or trust-funded programmes.</p> <p>Experience of managing a project budget and financial processes.</p> | <p>Experience in organising Continuing Professional Development courses for teachers.</p> <p>Experience of international school partnerships.</p> <p>Experience of communications and marketing (including digital).</p> <p>Experience in managing web site content for an educational audience.</p> <p>Experience of delivering development education/ global learning in schools.</p> |
| Knowledge | <p>A working knowledge of the Northern Ireland Curriculum and key formal sector institutions.</p> <p>A working knowledge of global learning / development education.</p> <p>A sound understanding of the key challenges to delivering global learning programmes in schools.</p> | <p>Previous employment or volunteer role in a development non-governmental organisation.</p> |
| Skills | <p>Ability to plan strategically to achieve set objectives, outputs and outcomes.</p> <p>Competent in ICT, including word processing, use of excel spreadsheets and email.</p> | <p>Skilled in the use of Office 365 applications.</p> <p>Previous experience in creating a strategy for delivering global learning in either the formal or informal education sectors.</p> |

7. Applications

The Centre for Global Education invites applications for this post. Application forms are available on the Centre for Global Education's web site at <https://www.centreforglobaleducation.com/jobs> or by phoning 028 90 241 879.

Your completed application and monitoring forms should be received by e-mail by **10.00am on Monday, 17 February 2020**. E-mail your application to: stephen@centreforglobaleducation.com

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

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, January 2020