

# CENTRE FOR GLOBAL EDUCATION



## Project Officer

## 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](http://www.developmenteducationreview.com)

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CGE schools' web site: [www.globallearningni.com](http://www.globallearningni.com)

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

Twitter: [@cgebelfast](https://twitter.com/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<sup>1</sup> 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 has contracted the Centre for Global Education as an Expert Lead Centre to manage delivery of CCGL in Northern Ireland, to support the recruitment of schools and clusters wishing to engage in international school partnership projects and deliver continuing professional development (CPD) training packages for teachers on global learning. The Project Officer post has been created to support delivery of CCGL in Northern Ireland and will be part of a small team that includes a Programme Manager, two Global Learning School Advisors, and a Communications and Events Manager.

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<sup>1</sup> <https://www.globallearningni.com/about-the-glp/the-impact>

## **4. Project Officer**

### 4.1 Summary of Responsibilities

The post-holder's responsibilities will include: responding to requests for training; sending training agreements to schools and freelance trainers using set templates; supporting the planning and organization of CCGL events; maintaining databases; and project administration. The post is part-time (FTE 0.6) for 18 months with a possible extension. The post-holder will be located in the Centre for Global Education and may be required to travel to schools or events on occasion.

### 4.2 Specific Duties

#### ***CCGL Training Events***

- > Monitor and respond to training requests received through the online booking system, phone and email.
- > Allocate trainers to training courses as per the agreed process.
- > Populate and send training agreements to schools and freelance trainers based on set templates.
- > 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.
- > Input event registration/ attendance information into the programme database.
- > Word process or collate any information generated through the events as required in a readable and logical format.
- > Update databases as necessary, spot checking for accuracy, adding new records or changing information already included.
- > Check, approve and input any teacher and school expense claims for travel and sub-cover, before passing on for authorisation.
- > Monitor all ongoing training courses ensuring they are on track and flag any issues to the line manager.

#### ***Administration***

- > 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.
- > Complete a trainer requisition form for each course booking.
- > Update on-demand training booking forms.

### **Communications**

- > Adhere to information and communication systems and processes developed for the programme.
- > In the absence of the Communications and Events Manager, act as the central point of contact for all programme correspondence and queries, by post and telephone and forward emails, calls and messages to colleagues and freelance trainers as required.

### **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.
- > Participate in monthly/weekly (as required) team meetings and one-to-ones with line 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 interns or volunteers.
- > Take on any additional tasks deemed necessary for the successful completion of programme activities.

## **5. Timescale and Conditions**

<b>Salary</b>	£21,589 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) for a period of 18 months with a possible extension and will have a probationary period of six months.
<b>Pension</b>	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.
<b>Hours</b>	21 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.
<b>Management</b>	Reporting line will be to the CCGL Communications & Events Manager.
<b>Annual Leave</b>	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** 18 months.

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

## 6. Essential Criteria

Factor	Essential	Desirable
<b>Qualifications</b>	GCSE English and Maths A-C  A relevant qualification related to administration, IT or training / event management.	
<b>Experience / Knowledge</b>	At least three years' experience of:  Providing administrative support within a busy office or project environment.  Providing administrative support in the organisation and planning of events.  Handling and processing information and maintaining databases and record systems.  Working on time bound projects and to deadlines.  Processing invoices and following financial procedures.  Handling queries by phone and email.	Experience of communicating with teachers and schools in a work context.  Experience of coordinating freelance trainers.  Experience of using surveymonkey or similar programmes for event registration.  Experience of providing admin duties to support the promotion, organisation and planning of <i>training</i> events.  Experience of working with website content management systems.  Experience of working in the charity, voluntary or community sector.  An interest in international development issues.

		An understanding of the formal education sector in Northern Ireland.
<b>Skills</b>	<p>Excellent IT skills including proficiency in Microsoft Office applications, in particular Word and Excel.</p> <p>Excellent attention to detail.</p> <p>The ability to create and maintain effective information storage systems.</p> <p>Excellent written and oral communication skills.</p> <p>Ability to identify and manage priorities within the workload.</p> <p>Flexibility and ability to work on own initiative and under pressure.</p> <p>A friendly and approachable manner and an ability to liaise confidently at all levels.</p> <p>The ability to work independently and collaboratively with other members of the team where necessary.</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

[www.centreforglobaleducation.com/jobs](http://www.centreforglobaleducation.com/jobs) or by phoning 028 90 241 879.

Your completed application and monitoring forms should be received by e-mail by **10am on Monday 19<sup>th</sup> August 2019**. E-mail your application to: [orla@centreforglobaleducation.com](mailto:orla@centreforglobaleducation.com).

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

## 8. Further reading

For further information please visit the following web sites:

[www.centreforglobaleducation.com](http://www.centreforglobaleducation.com)

[www.globallearningni.com](http://www.globallearningni.com)

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

**Centre for Global Education, July 2019**