

Job Description:

Global Citizenship Education Programme Officer

Irish Girl Guides (IGG) is recruiting for the role of Global Citizenship Education Programme Officer as part of the Global Citizenship Education Project in its National Office. The GCE Programme Officer supports the facilitation of their new Global Citizenship Education Project, G-ACT (Global Awareness, supporting our Youth Members as well as Volunteer Leaders).

IGG's mission is to enable girls and young women to develop to their fullest potential as responsible citizens of the world. This is achieved by the Volunteer Leaders running a non-formal educational programme with 500 units across all counties in the Republic of Ireland. The organisation has charitable status and staff work with the volunteers to ensure IGG is compliant with all relevant legislation and best practice in the youth and charity sector.

Main responsibilities

- Facilitate this new project supported by funding from Irish Aid.
- Coordinate the management of the project with the Irish Girl Guides' Programme and Training Commissioner, as well as acting as the key liaison with external partners in particular our desk officer at Irish Aid.
- Implement the Monitoring & Evaluation Framework to be used for the project and fulfil all reporting duties as required.
- Work with staff and volunteers to ensure training on values, knowledge and skills of Global Citizenship is deepened across the organisation. This may involve facilitation with young people and adults both in person and online.
- Work together with the organisation's Programme Officer to ensure the smooth integration of this new project with the overall Guiding Programme.
- Work with the organisation's Communications Officer to ensure consistent messaging on Global Citizenship across all media.
- Collaborate and attend meetings, representing Irish Girl Guides across IGG's working partners in the youth work sector in Ireland and internationally, including WAGGGS.
- Any other duties as requested by the CEO.

Key Skills and Competencies:

- Qualification in Youth Work and/or Global Citizenship Education, or a minimum of 3 years relevant work experience.
- Commitment to social justice and inclusive youth work
- Ability to engage learners of different abilities, both youth and adults
- Ability to manage busy workloads in an effective and organised way with competency in IT skills.
- Ability to build and foster working relationships with good written and verbal communication skills.
- Willingness to work flexible hours to work with volunteers, staff and youth groups (evenings, weekends) in community settings around the country.
- Demonstrate experience in developing and delivering training programmes.

Person Specification

- Excellent written and verbal communications skills.
- Excellent interpersonal skills and the ability to liaise effectively and confidently at all levels internally and externally.



- Be enthusiastic, ambitious and promote a positive attitude.
- Strong organisational skills and good time management.
- Proven ability to maintain confidentiality and discretion.
- Ability to juggle tasks and meet deadlines.

Conditions

This is a three-year project. The position is initially a one-year fixed term contract.

The post is for 3 days per week (21.75 hours) and the salary will be €32,000-€36,000 pro-rata.

Hybrid working options are available, however, an initial induction period of 6 weeks will require an onsite presence in National Office or at Unit meetings as agreed with the CEO. The main place of work is currently in Donnybrook, Dublin 4 and a planned move to Tallaght, Dublin 24 shortly.

This position is subject to Garda Vetting.

Application

Please email a cover letter outlining how you meet the above requirements and CV (max 2 pages) with contact details of two referees to Claire Barkey, ceo@irishgirlguides.ie . Closing Date 08 April 2023.

