

Global Citizenship Education (GCE) Officer (Part Time)

LOCATION: Dublin/ hybrid with all - island responsibility	CONTRACT TYPE: Fixed Term Contract (8 Months)
SALARY: €40,000 pro-rata	HOURS: 16 hours per week
BENEFITS • Generous annual leave allowance (31 days inc. Public Holidays) • Contributory Pension Scheme (up to 9% into your pension) • Private Health Insurance • Life Assurance cover of 4-time death in service benefit • Enhanced sick leave. • Enhanced maternity leave with up to 18 weeks full pay • Employee Assistance Programme with free and confidential access to a variety of services such as 24/7 telephone helplines, counselling, health and wellbeing portal, critical incident support • Staff-led wellbeing programme with regular events in support of mental, physical, social, and financial wellbeing • Cycle to work scheme	
JOB PURPOSE GCE at Oxfam Ireland is non-formal education delivered outside of traditional educational settings. The goal of the programme is to enable people to be active and empowered global citizens, effecting meaningful change in the fight against inequality to end poverty and injustice. This role is integral to achieving this, by engaging our volunteer network across the island of Ireland as well as reaching communities around the island. With this in mind, the role involves travel across the island of Ireland. The ideal candidate will have previous experience of the sector and GCE work in particular, as well as a personal passion for global development issues. This is an exciting opportunity for a talented and organised communicator and educator who can develop and administer programmes that will inspire and drive engagement. Climate issues will be central to the programmes developed.	
REPORTS TO:	Campaigns Manager

KEY RESPONSIBILITIES

- In collaboration with the GCE team in Oxfam Ireland and relevant stakeholders, support the overall planning and delivery of our 'Global Education Movement' GCE programme.
- Forward planning: support the advance planning of GEM sessions and workshops around the island, supporting the team in logistical preparation and building links with local community organisations.
- Follow on engagement: develop and deliver a series of follow on engagement sessions for previous GEM participants to continue their journey from awareness to action.
- Online sessions: develop and deliver online sessions and modules for GEM sessions.
- Training of trainers: develop and deliver a train the trainers GEM workshop
- Monitoring and reporting: support Oxfam's GCE team to strengthen our reporting system and framework.

OTHER

- Eager and required to adhere to Oxfam's principles and values ([click here](#)) as well as the promotion of gender justice and women's rights ([click here](#)).
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles.
- Carry out any other duties within the scope and purpose of the job as required.

ESSENTIAL CRITERIA

- Demonstrable track record in the delivery of GCE projects that effected meaningful change.
- Good knowledge and understanding of key issues in the development and humanitarian sector.
- High levels of interpersonal, influencing and diplomatic skills
- Excellent communications (written and oral English), writing and presentation skills, including communicating complex messages in an accessible manner for varied audiences.
- Excellent administration and organisational skills, reliability and time management.

QUALIFICATIONS AND REQUIREMENTS

- Excellent knowledge of international development, humanitarian and human rights issues.
- Third level qualification in Global Citizenship Education, International Relations, Politics, Human Rights Law, Humanitarian Action or related field. Alternatively, a minimum of 3 years relevant work experience.
- Flexibility in relation to working hours. The team works on a hybrid model. This role involves regular travel to our shops around the country and also the ability to work evening and weekends when necessary.

ORGANISATIONAL VALUES

- Accountability – Our purpose-driven, results-focused approach means we take responsibility for our actions and hold ourselves accountable. We believe that others should also be held accountable for their actions.
- Empowerment – Our approach means that everyone involved with Oxfam, from our staff and supporters to people living in poverty, should feel they can make change happen.
- Inclusiveness – We are open to everyone and embrace diversity. We believe everyone has a contribution to make, regardless of visible and invisible differences.

STATEMENT ON CONFIDENTIALITY

It is crucial that when encountering sensitive and/or confidential information it is maintained in strictest confidence, within the context of Oxfam Ireland's policies and procedures. Failure to do so may be viewed as gross misconduct and may be subject to disciplinary procedure.

SAFER RECRUITMENT

All offers of employment are subject to satisfactory references and appropriate screening checks (which can include anti-fraud/corruption screening and AccessNI checks).

EQUAL OPPORTUNITIES

Oxfam is an Equal Opportunities employer. We aim to ensure that no staff suffer discrimination on the grounds of race, colour, nationality, ethnic origin, membership of the traveller community, religious belief, political opinion, social class or caste, sexual orientation, HIV & AIDS status, marital status or family situation, gender, age, or disability. Oxfam requires all staff to apply an equal opportunities approach and this responsibility rests with all employees and the organisation.