

**Children in Crossfire  
Job Description  
Development Education Programme Coordinator**

**Location:** Head Office (Derry/Londonderry)

**Responsible to:** Senior Education and Advocacy Manager

**Contract:** Full Time

**Context**

Children in Crossfire is a registered charity in Ireland that facilitates International Development and Development Education (DE)/Public Engagement (PE) activities. Our vision is a compassionate world where every child can reach his or her potential. We work in partnership with local organisations in Tanzania and Ethiopia to improve the lives of the most disadvantaged young children, with a particular focus on Early Childhood Education (ECE). By improving childhood care we are changing lives and empowering young children and their communities to build a better future. In Ireland, we work through DE and PE to engage the public in issues of global justice, and through PE we also advocate for increased investment in ECE.

The Development Education Programme Coordinator role will continue to advance and implement the development education strategy, by bringing the programme of work to scale and working in close partnership with relevant key stakeholders within the Development Education sector.

**Note:** Development Education is often used interchangeably with the terms Global Education, Global Learning, Global Citizenship Education, or Education for Sustainable Development.

**Major Responsibilities**

1. Successful design, implementation and measurement of the existing development education intervention to teachers and Initial Teacher Education (ITE) colleges across Ireland (60% of allocated time);
2. To ensure that the Development Education programme of work is successfully planned, administered, and that reporting and database systems are developed and maintained (30% of allocated time);
3. Work closely with the wider Children in Crossfire team providing support as required (10%).

**Specific Responsibilities** *(note that the percentages included are for guidance only. These might be altered according to organisational needs and workload)*

- 1. Successful design, implementation and measurement of the existing development education intervention to teachers and ITE colleges across Ireland (60% of allocated time):**

- Advance the design and implementation of the DE ‘Educating the Heart’ programme, ensuring the ongoing development and design of appropriate education materials, online and offline resources, OCN accreditation, and curriculum/policy links;
- Develop, train and coordinate a core team of facilitators, ensuring they have the necessary skills and expertise to directly implement DE delivery, ensuring the team grows in line with programme scale;
- Develop and oversee the implementation of a strategic cross-border ITE DE programme which engages both students and lecturers;
- In line with the agreed programmatic results and scale, develop and oversee a detailed delivery plan for all DE interventions across Ireland;
- Provide input and support for developing funding concepts in line with the DE growth and development plan;
- Ensure continuous communication with all teachers/schools/community groups prior to and following each DE/PE intervention, and ensure a key focus on the submission of teacher OCN qualifications for the achievement of Compassionate School Bronze Award;
- Process data and carry out research and evaluation to support and advocate for the DE programme.

**2. To ensure that the Development Education programme of work is successfully planned, administered, and that reporting and database systems are developed and maintained (30% of allocated time);**

- Develop and implement a DE online and offline recruitment strategy to reach all key stakeholder groups involved, including the development of promotional materials;
- Implement a planning strategy ensuring the sourcing of appropriate venues, accommodation, food and materials for each DE/PE intervention;
- Ensure a rigorous database is maintained with all teacher data, school details, community groups, and manage data in line with the data protection policy;
- Ensure data collection in line with the DE/PE results framework, and ensure it is stored and documented through the ‘Analyse It’ statistical package, Raisers Edge and Excel database;
- Ensure adequate stocking and preparation of all DE/PE packs/resources;
- Manage the collation and payment of all teacher, school and venue hire expenses in line with the Finance Policy;
- Implement the administrative aspects of the OCN from enrolment to certification.

**3. Work closely with the wider Children in Crossfire team providing support as required (10% of allocated time):**

- To be a strong team player for Children in Crossfire both internally and externally by motivating others to become actively involved to support the

organisation; and liaise closely with the Fundraising Team, exploring mutual links with DE;

- Report to and cooperate fully with the Senior Education & Advocacy Manager on all aspects of your work, producing monthly objectives and reports in line with the Logic Model/Results Framework and indicators;
- Attend and participate fully in organisational team meetings as and when required;
- Adhere to all organisational policies, and implement accordingly;
- Undertake any other duties to support the operations of the organisation as and when required.

### **Safeguarding Risk**

This role is considered to present a **medium-rating of safeguarding risk**. The role will be primarily office-based, with some contact with children/vulnerable adults but not as a regular part of the role.

### **Personal Profile**

- A minimum of 3 years' paid work experience in a Development Education (Global Justice issues) role;
- Educated to degree level in a formal or non-formal education field;
- Demonstrable experience of developing or supporting monitoring and evaluation activities;
- Has extensive knowledge of curriculum and policy in NI and ROI;
- Extensive knowledge of the ITE system in NI and ROI, and proven track record of conducting interventions across ITE colleges;
- Extensive knowledge of education pedagogy and participatory methodologies, and proven ability to translate these into practical teaching and learning resources;
- Experience of supporting partners to develop and deliver programme approaches;
- Experience of managing and coordinating a project from planning to reporting stages;
- Experience in the training teachers and principals with advanced skills in the area of Development Education;
- Good knowledge of international development, the sustainable development goals and global poverty issues;
- Experience of working within a logic model and results based management approach, with a full understanding of the programme cycle process;
- Experience of developing funding concepts and making applications to donors;
- Experience of designing and implementing accredited training such as Open College Network;
- Experience of implementing safeguarding across programming activities;
- Good Communicator, ability to speak to groups, good self-expression, both verbal and written;
- Experience of working directly with students, and facilitating large group numbers;

- Ability to work effectively with a wide range of people;
- Good administration skills;
- I.T literate;
- Experience of using a database;
- Carry out your work with integrity;
- Commitment to confidentiality;
- Commitment to the aims and values of Children in Crossfire, and commitment to working as part of the team.