



Job Description

Overview

Position Title: Project Coordinator

Project: The SDG Challenge Schools – a Global Citizenship Education project focused on embedding Global Citizenship Education into secondary schools

Location: Development Perspectives Office, The Mall, North Quay, Drogheda, Co. Louth, with remote working arrangements in place.

Commencement date: Monday, the 2nd of September, 2024

Reports to: CEO

Employment Type: Part-time

Salary: €35,000 per annum on a pro-rata basis

About the Project

The SDG Challenge Schools is a Global Citizenship Education (GCE) project that aims to empower secondary school students, teachers, and management with the knowledge, skills, attitudes, and values to take meaningful action on the Sustainable Development Goals. This initiative focuses on integrating global citizenship concepts into the school curriculum and extra-curricular activities, fostering an inclusive environment for learning and action-oriented engagement. This is facilitated through Teacher Training Days, School Management Implementation Days, Student Workshops, one-to-one support, and resource dissemination.

About the Organisation

Development Perspectives is an award-winning Global Citizenship Education non-governmental organisation (NGO) and a registered charity (CHY18555). Development Perspectives is based in Drogheda, Co. Louth, Ireland, but works with partners all over Ireland and the world. Our vision is to live in an equitable, just and sustainable world. Our mission is to contribute to lessening poverty, inequality and climate change through transformative education and active global citizenship.

Role Overview

The Project Coordinator will plan, implement, and oversee all SDG Challenge Schools project activities. This role requires excellent organisational skills, the ability to work collaboratively with various stakeholders, facilitation and training skills, and a strong commitment to promoting Global Citizenship and Sustainable Development. The coordinator will support schools in incorporating an ethos of Global Citizenship Education and alignment with the SDGs, encourage all participants to be action-oriented, and monitor progress throughout the project lifecycle.

Key Responsibilities

Project Planning and Implementation

- Implement and manage the project work plan, ensuring adherence to timelines and objectives.
- Facilitate student workshops and training sessions for teachers and school management.
- Support the integration of Global Citizenship concepts into post-primary school curricula through resource sourcing and dissemination.

Stakeholder Engagement

- Collaborate with school leaders, educators, students, and community organisations to foster partnerships and enhance project reach.
- Act as a primary point of contact for all stakeholders involved in the project.

Monitoring and Evaluation

- Implement monitoring and evaluation frameworks to assess project impact and outcomes.
- Prepare regular progress reports for management and stakeholders, highlighting successes and areas for improvement.

Resource Management

- Manage project budgets and resources effectively, ensuring compliance with financial regulations, funding guidelines, and obligations.

Promotional Activities

- Develop promotional materials and campaigns to raise awareness of the project's relevance to the SDGs.

Qualifications

Education

- Bachelor's degree in Education, International Development, Social Sciences, or a related field. A Master's degree would be an advantage.

Experience

- Proven experience in project coordination or management, preferably in the non-formal education sector or non-governmental organisations.
- Familiarity with the Sustainable Development Goals and Global Citizenship Education.

Skills

- Strong organisational and time management skills.
- Excellent verbal and written communication abilities.
- Strong interpersonal and relationship-building skills.

- Proficient in Microsoft Suite.
- Ability to work independently and collaboratively in diverse teams.

Personal Attributes

- Passion for education, human rights, and active citizenship
- Highly motivated, adaptable, and enthusiastic about fostering global citizenship.

Terms & Conditions

Contract: September 2024 - August 2026

Probationary period: 6 months

Working hours: 7 hours per working day. 6 - 8 days per month on a needs basis (as this is a project working with schools, there is an expectation that there will be a higher workload during the academic year, with quieter periods during the summer months).

Annual Leave Entitlement: Pro-rata based on a full-time annual allocation of 25 days per year

Application Process

Interested candidates should submit their CV and a cover letter outlining their experience and suitability for the role to recruitment@developmentperspectives.ie by the 14th of August. Interviews will take place on the 22nd of August in Drogheda.

Development Perspectives is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.