

Education Coordinator

JOB DESCRIPTION

Employed by:	Welsh Centre for International Affairs (WCIA)
Responsible to:	Chief Executive
Salary and pension:	£25,463-£29,909 depending on experience You will be enrolled automatically into our pension scheme and the WCIA will match your contribution up to a maximum of 5% of your gross salary (minimum 1%)
Employment terms:	Initial 1-year contract with aim to make permanent dependent on funding
Base:	Offices of the WCIA, Temple of Peace, Cardiff with options for home and remote working part of the time.
Hours:	37 hours a week. We're open to exploring flexible working options including job sharing
Leave allowance:	36 days including bank holidays
Travel:	This role requires travel throughout Wales, including overnight stays. Expenses will be paid.

About global learning at the WCIA

The Welsh Centre inspires people to learn about and act on global issues so everyone in Wales can contribute to creating a fairer and more peaceful world.

One of our three programmes is promoting **global learning** to prepare Wales for our shared future. We **inspire** people's interest in global issues and develop their **understanding** of why these issues are relevant to all of our lives. We build people's **skills** and **confidence** to explore **different perspectives** and then take **informed action**. In this way, we want everyone in Wales to feel they can make a difference on these shared challenges.

Our current global learning offer has a strong school/college focus, along with some volunteering opportunities. Activities include:

- Wales Schools Debating training days and championships
- **ChangeMakers**
- In-school Model United Nations and workshops
- Teacher training (including Philosophy for Children accredited training)
- Volunteering opportunities across the WCIA (management of this is shared between staff roles)

Summary of Role

We're looking for an inspiring educationalist to coordinate, deliver and shape WCIA's global learning work. As well as delivering all our existing activities, the post holder will represent the WCIA in all our education work in Wales and beyond, exploring new partnerships and opportunities. The post-holder will also lead education projects, ensuring partners are kept

informed and outcomes are delivered effectively. They will also ensure our education services are marketed and delivered to a high standard. Depending on the outcome of several funding bids, this role may also involve the recruitment and management of additional education staff and contractors as needed.

Specific responsibilities for this role include:

1. Lead the WCIA's global learning work:

- Writing, coordinating or contributing to funding bids (as appropriate) related to global learning work, ensuring the financial viability and sustainability of the WCIA's global learning activities
- Recruiting and managing education staff members, volunteers and contractors if needed to deliver the WCIA's global education work
- Responding to opportunities presented by the new curriculum, the Wellbeing of Future Generations Act and other policy developments in Wales and beyond
- Representing the WCIA on the Wales Alliance for Global Education, UK Development Education Alliance and other forums as appropriate
- Being a source of global learning expertise within the WCIA, keeping up-to-date with developments in the sector and communicating relevant information internally and externally through WCIA channels
- Ensuring robust monitoring, evaluation, reporting and learning from all activities

2. Deliver the WCIA's education projects:

- Running all aspects of the annual Wales Schools Debating Championships and Training days involving a minimum of 60 schools
- Coordinating the ChangeMakers project (funding to be confirmed) with partners from other organisations in the sector
- Leading other funded projects as they are confirmed – we are currently waiting for the outcome of 3 Erasmus+ funding bids with a global learning focus

3. Deliver the WCIA's education services:

- Promoting and selling the school services we offer through direct email/phone contact, social media, conferences/meetings and the WCIA website
- Planning and delivering Model United Nations, workshops and talks on global issues, as required by primary and secondary schools and colleges
- Delivering teacher training on global issues including Philosophy for Children accredited sessions (trainer can be contracted if post-holder is not accredited)
- Working with the Wales for Peace Learning Coordinator to make the Peace Schools scheme (developed as part of the Wales for Peace project) sustainable
- Organising education events / conferences where required

4. To undertake other relevant duties as delegated by your line manager.

Person Specification

Applicants must demonstrate the following attributes by linking them with their skills and experiences in the job application statement.

Essential requirements

- Significant experience of working in the education sector
- Understanding of global learning in Wales including how it links to the curriculum and the wider policy context, and a familiarity with relevant networks and stakeholders
- Understanding of effective teaching and learning approaches, especially in relation to global issues and thinking/communication skills development
- Project management skills, with proven ability to deliver high quality outcomes to deadlines and budgets
- Ability to monitor and evaluate work, identifying and implementing learning points and providing high quality reports to funders and stakeholders
- Ability to communicate highly effectively with multiple audiences verbally and in writing
- Confident about working in a bilingual (English/Welsh) environment and ensuring that schools/colleges receive services in the language of their choice
- Able to delegate work effectively, establishing clear expectations of team members and volunteers
- Excellent organisational skills – able to manage detailed requirements of multiple projects and activities to a high standard
- Able to build relationships and networks with people at all levels, from students to policy makers
- Good general understanding of current affairs, global citizenship and international issues
- Good skills in Microsoft Office, email applications and social media
- Able to work flexibly, including travel throughout Wales and overnight stays away from home

Desirable attributes

- Fluency in English and Welsh is highly desirable for this role. If unable to communicate bilingually, applicants should explain how they will be able to deliver in this role where many schools we work with are Welsh medium schools.
- Fundraising experience, either through service delivery or writing funding bids.

Application Process

- All applicants must complete the official WCIA Application for Employment form, available at www.wcia.org.uk/vacancies. **Please provide all relevant information on the application form as we will not consider CVs or cover**

letters as part of the application.

- All applicants should complete the Equal Opportunities form. Please note, these are separated from your application form upon receipt and not shared with the shortlisting or interview panel.
- Please submit your application by email to centre@wcia.org.uk. If you do not have access to email you can send a paper application to the address given on the application form. Please get in touch if you have any other access requirements in order to submit an application.
- The deadline for receipt of applications is **09.00 on Monday 23 July 2018**. We will send an email acknowledgement to all applicants. If you do not receive an acknowledgement before the deadline please contact us. We cannot be held responsible for applications that do not reach us, or that arrive after the deadline.
- If you are shortlisted for an interview, we will contact you directly. Interviews will take place in the **week beginning 30 July** at the Temple of Peace, Cardiff.
- No references will be taken up until a provisional offer of employment has been made.
- Unsuccessful applicants will be informed by email.