

## Job Description – Global Education Officer

Highland One World is a small 'not for profit' educational charity based in Inverness which exists to promote sustainability and social justice. We work with teachers and Local Authority education staff to support Global Citizenship education

Global citizenship education is concerned with the processes that foster:

- *the knowledge, understanding, skills and values which promote social, economic and environmental justice locally and globally;*
  - *the importance of equality, diversity and social justice in a multicultural society and interdependent world.*
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### Scope of Work

The role of the Global Education Officer is to support teachers and educators to develop young people as active global citizens through increased engagement with global issues, and their local community. The post has a national and international dimension and has the following responsibilities:

- Contribute to the planning, development and delivery of the organisation's professional development programme;
- Contribute to the development and creation of new teaching resources and materials;
- Liaise with schools, local authorities, ITE institutions and other stakeholders when required;
- Support the coordinator and other education staff to deliver project outcomes;
- Contribute to the strategic aims and objectives of the organisation through participation in planning and evaluation meetings and organisational activities as required;
- Contribute to Highland One World's promotion and communication plans;
- Contribute to the activities of the wider global education network as required;
- Represent HOW at meetings and events when required

### Person Specification

#### ***Essential***

- Educated to BA level or above or equivalent experience;
- At least 3 years of experience working in the education/international development sector;
- Good knowledge of and commitment to the principles of education for global citizenship;
- Up to date knowledge of educational policy and practice and relevant agendas such as Learning for Sustainability and the UN Sustainable Development Goals;
- Experience of developing and successfully facilitating training sessions;
- Experience of developing and writing resources;
- Highly motivated and able to work independently, creatively and be responsive to others;
- Demonstrable team working skills including the ability to work in an inclusive, collaborative and flexible manner;
- Strong critical thinking skills;
- Excellent communication/interpersonal skills for facilitation and relationship-building;
- Excellent organisational and time management skills;
- Action oriented and solution focused;
- Ability to take the initiative and act on opportunities within parameters of an agreed strategy and work plan;
- Flexibility to travel in Scotland;

- Familiarity with the geography of the Highlands and its effect on educational provision;
- Good IT skills including Microsoft Office, Adobe, website and social media;
- Driving licence and access to car;

#### ***Desirable***

- Experience in externally-funded projects and a proven track record in delivering project outcomes;

#### **Terms and Conditions**

**Hours:** 3 days per week (0.6 fte). This will involve working flexibly with occasional weekend work and working some evenings to deliver twilight training sessions;

**Salary:** Within the bands HC 7 and 8 (Highland Council's salary scale) pro rata, depending on experience + 5% employer's contribution to pension (pro rata)

**Contract:** Fixed until the end of December 2019 with the possibility of extension dependent on funding

**Application deadline:** Closing date for applications is **31st October, 2018** with interviews being held in Inverness in the week beginning 5th November 2018

**How to apply:** Please submit your CV and covering letter outlining how your skills and experience meet the requirements of the role to [info@highlandoneworld.org.uk](mailto:info@highlandoneworld.org.uk)

To arrange an informal conversation about the post, please contact [info@highlandoneworld.org.uk](mailto:info@highlandoneworld.org.uk)

Appointment is subject to the receipt of satisfactory references and PVG clearance.