



*Empowerment for a better world through Adult and Community Education.*

**Title:**

Programme Officer

**About Saolta:**

Saolta is a Global Citizenship Education strategic partnership programme for the Adult and Community Education sector in Ireland between Irish Aid and a consortium of organisations.

[Development Perspectives](#) is the lead partner in the consortium, which also includes [AONTAS](#), [Concern Worldwide](#), [Irish Rural Link](#) and the [Adult and Community Education Department of Maynooth University](#).

**SAOLTA strategic goal:**

Increased accessibility, quality and effectiveness of Global Citizenship Education within the adult and community education sector.

**Purpose of the role:**

The Programme Officer is a key role within the Saolta team, working with a dedicated and skilled group of colleagues to deliver on the commitments in the current (2022) and future work plan (2023 - 2027). A deep knowledge and understanding of the adult and community education sector in Ireland will be key to the role as will a proven track record of successfully delivering global citizenship education programmes. The Programme officer will need to have experience working as part of a team as well as independently. Important aspects of the culture of Saolta include a process orientation to the work, creating space to innovate, learn and grow, trust in the staff team as well as the importance of supporting and developing the team. Working from a values perspective is essential to what Saolta is about.

**Reports to:**

Saolta Programme Manager.

**Key Areas:**

Area	Responsibilities and duties
Programme Implementation	<ul style="list-style-type: none"><li>• Achieve agreed targets and work effectively as a team.</li><li>• Participate in Saolta team meetings, organizational team meetings and staff appraisals</li><li>• Report quarterly to the Saolta Steering Group and monthly to the Saolta Programme Manager.</li><li>• Ensure timely and effective donor/funder reporting</li><li>• Contribute to and update the M&amp;E systems that demonstrate the impact of Saolta's work against the planned outcomes whilst also integrating findings from evaluations and reviews as appropriate.</li><li>• Contribute to the organizational CRM system that is in place.</li></ul>
Leadership in action	<ul style="list-style-type: none"><li>• Contribute to the implementation, monitoring, review, evaluation and reporting of Saolta's work plan for 2022 and beyond.</li><li>• Contribute to the design, facilitation and evaluation of specific elements of the Saolta workplan (SDG advocate training / Training of Trainers / PPN workshops / Evaluation and Impact workshops / Network events / Showcase events)</li><li>• Contribute to policy submissions.</li></ul>

<b>Partnership development and relationship building</b>	<ul style="list-style-type: none"> <li>• Oversee and support the cultivation of an engaged network of Saolta participants and partners whilst also seeking to build on existing and create new relationships with strategic stakeholders in the adult and community education sector.</li> <li>• Work with all members of the Saolta consortium to maximize the opportunity, that the consortium presents.</li> <li>• Deepen strategic alliances and partnerships with specific organisations in global citizenship education and the adult and community education sector.</li> <li>• Represent Saolta in various networks and forums on an ongoing basis.</li> </ul>
<b>Public Engagement</b>	<ul style="list-style-type: none"> <li>• Contribute to a strong public profile and identity for Saolta in conjunction with the Saolta team.</li> <li>• On occasion, promote Saolta activities and events accordingly.</li> <li>• Be proactive in the public engagement efforts of Saolta (On and offline)</li> </ul>
<b>Financial Management / Risk management</b>	<ul style="list-style-type: none"> <li>• In conjunction with the Finance officer, contribute to the financial management and financial reporting of Saolta.</li> <li>• Contribute to the Saolta elements of the organizational risk register and report on this internally to the Saolta Programme Manager.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Other relevant duties as agreed in consultation with the Programme Manager of Saolta and CEO of Development Perspectives.</li> </ul>

**Qualifications and experience:**

- Masters level or equivalent in international development / community development/ adult and community education / Global Citizenship Education.
- Minimum of 3 years experience of working in international development/adult and community education / Global Citizenship Education.
- Minimum of 3 years experience working in teams/groups.
- Experience in Global Citizenship Education / In particular, experience in facilitation of Global Citizenship Education workshops and events for adults is necessary
- Experience in the adult and community education sector in Ireland.

**Personal specification:**

- Empathy with the values of Saolta, which are honesty, justice and courage.
- Deep understanding and knowledge of the global justice issues that are core to Saolta's programme of work.
- Resilient with an attitude of curiosity and openness to learn and adapt.
- Collaborative decision-making approach with an understanding of the importance of process and of working with people to shape and achieve results.
- Reflective and action-oriented.
- Excellent interpersonal skills
- Excellent communication skills including verbal and written as well as the ability to influence and persuade.
- Flexible and adaptable to working in a changing environment, diverse cultural contexts and in resource-constrained settings.

Development Perspectives has an Equal Opportunities policy in place.

**Terms & Conditions:**

- Contract: Time-Limited progressing to Full Time and Permanent
- Probation: 6 months
- Salary: €33,048 (Pro Rata) - This will increase to €35,000 – 41,000 Gross for 2023 - 2027)
- Working week: 4.5-day week (Up until the end of 2022) – Progressing to a 5-day week in Jan 2023
- Working hours: 31.5 hours – the role requires occasional work outside normal working hours (Weekend and evenings)
- Annual leave: 22.5 (Pro Rata) in 2022 rising to 25 days in 2023
- Workplace: Hybrid model - The role is based in Drogheda along with remote working. There will be a requirement to spend at least 50% of the time working from the office.

**Application Process:** Please submit a cover letter outlining how your motivation, interest and competencies fit this role, along with a CV to [recruitment@developmentperspectives.ie](mailto:recruitment@developmentperspectives.ie), and include 'Saolta Programme Officer application' in the subject line of your email. All applicants are required to hold a valid work permit at the time of application. Saolta welcomes applications from all sections of the community. If you would like to talk about this role before applying, please email [Nick@developmentperspectives.ie](mailto:Nick@developmentperspectives.ie)

**Closing date:** Friday the 29<sup>th</sup> July, 2022 at 17:00

**Interview date:** **The interviews will take place on – August 10<sup>th</sup>, 2022.** Interviews will be **IN PERSON** and will take place in Drogheda, Co. Louth.



This programme is funded by Irish Aid at the Department of Foreign Affairs. Irish Aid is the Government's overseas development programme which supports partners working in some of the world's poorest countries. Irish Aid also supports global citizenship education in Ireland to encourage learning and public engagement with global issues. The content of this communication represents the views of the author only and does not necessarily represent or reflect DFA policy.