

# Global Education Programme Manager



**RESPONSIBLE TO:** Chief Executive  
**LOCATION:** Lisburn  
**SALARY BAND:** S01 (23-25) £34,434 - £36,363 pro-rata  
**CONTRACT:** 3 days, Permanent

## BACKGROUND

Habitat for Humanity Ireland is recruiting a Global Education Programme Manager who will play an important role in deepening the knowledge and understanding of volunteers and inspire action for housing.

Driven by the vision of a world where everyone has a decent place to live, Habitat for Humanity works beside families to build, renovate, or repair their home in more than 60 countries. Habitat has helped more than 65 million people build their lives on the solid foundation of decent, affordable homes.

In Ireland, Habitat for Humanity directly tackles poverty through its network of Habitat ReStores which provide access to low-cost home improvement materials, employability training for people of all abilities and divert tons of material from landfill. Habitat Ireland also raises funds and awareness in support of Habitat's mission worldwide.

## MAIN PURPOSE

The Global Education Programme Manager will:

- Design, implement, and evaluate educational programmes, resources and activities to support intentional and meaningful volunteer opportunities and motivate more people to action.
- Develop collaborations with other NGO's through networks and support the development of funding proposals. Programmes will focus on housing, sustainable development and global citizenship.
- Inspire and empower individuals to take action towards achieving a more just and sustainable world.

## JOB DESCRIPTION

Programme and Project Work:

- To develop and implement to a high standard, educational programmes, activities and events which align with Habitat for Humanity Ireland's Strategy and GCE work plan.
- Manage, coordinate and oversee the design and implementation of GCE programmes, ensuring the ongoing development and design of appropriate education materials, online and offline resources, OCN accreditation, and curriculum/policy links;



**Lisburn office:** Riverside Centre Young Street, Lisburn, BT27 5EA T +44 2892 635 635  
**Drogheda office:** Unit 8, Donore Industrial Park, Donore Road, Drogheda, A92 HFY7 T +353 41 213 9894  
E [info@habitatireland.org](mailto:info@habitatireland.org) W: [www.habitatireland.org](http://www.habitatireland.org) Charity numbers NI NIC03240 ROI 20051785

- Coordinate the delivery of workshops, seminars, and other educational events for diverse audiences, including students, educators, community groups, volunteers and corporate partners.
- Ensure quality monitoring and evaluation of activities and programmes are developed to support the achievement of the GE Programmes' strategic outcomes and objectives and to track programme quality and effectiveness.
- Conduct needs assessments and evaluate the effectiveness of educational programs to inform future program development and improvement.
- Liaise with the Communication Manager and relevant external bodies to explore mutual links with GE, design, deliver and roll out of GE programmes and activities via digital platforms.

#### Project Management:

- Manage project budgets and resources effectively, ensuring compliance with funding agreements.
- Work with other staff to ensure planned activities are delivered as agreed in the workplan
- Support the recruitment, training, and supervision of volunteers and educators involved in the delivery of educational programs.

#### Advice and Knowledge Management:

- Keep up to date with developments within the sector, bringing new research, best practice and the international context to our strategy and programming;
- Ensure a high standard of internal reports are completed quarterly or as required;
- Ensure compliance with key policies and guidelines such as the IDEA Code of Good Practice.
- Complete IDEA Code of Good Practice for Development Education annual self-assessment against Habitat's GE programming.
- Contribute to relevant Communities of Practice, such as the Global Youth Advisory Group.

#### Networking and Partnerships:

- Engage with the wider GCE sector in Ireland to influence policy and curriculum development
- Engage with the formal education & informal sectors (including teacher training colleges), Senior Leaders, Principals, Youth workers and curriculum bodies to offer information and guidance on the compatibility of Habitat Ireland's GCE programme with curriculum, policy and practice;
- Represent Habitat Ireland at key networks, including IDEA, CADA, Dochas, curriculum/policy agencies ensuring a proactive contribution to relevant sectoral advocacy;
- Manage relationships with external partners, such as educational institutions and community organizations, to foster collaboration and expand the reach of the organization's educational programs.

#### Mainstream Development Education:

- Develop a GCE/DE strategy and action plan which integrates GCE/DE into the overall work of the organisation.

- Work with colleagues and supporters to ensure training on values, knowledge and skills of Global Citizenship is deepened across the organisation.
- Deepen the volunteer experience by ensuring GCE is integrated across all volunteer roles.
- Create new intentional volunteer opportunities to advance GCE and build organisational capacity.

## PERSONNEL SPECIFICATION

The personnel specification identifies the essential and desirable qualifications, experience (paid work and voluntary), skills, abilities and knowledge required to be able to fulfil the function of this post effectively.

When completing the application form please ensure that you clearly outline how you meet each criterion listed in this specification.

### Essential:

1. Excellent interpersonal and communications skills, verbally and in writing
2. Minimum of 5 years' experience in the delivery, facilitation and evaluation of GCE programmes
3. Understanding of safeguarding and experience of risk assessment in relation to working with volunteers and minors.
4. Strong organisational skills, attention to detail and the ability to adapt and manage competing priorities in a busy working environment, whilst maintaining high standards.
5. Experience of working as part of a team and the ability to work independently
6. Strong computer skills and experience in using Microsoft Word, Excel, Powerpoint and Outlook.
7. Valid driving licence and access to a car to undertake duties associated with this role. Flexible and available to work occasional evenings and weekends.
8. Committed to the vision and mission of Habitat for Humanity and a working style that reflects these.

### Desirable:

1. Relevant qualification in facilitation, training delivery and development, or volunteer management.
2. Experience of delivering training and facilitation to cross-community and vulnerable groups
3. Broad understanding and knowledge of community relations, community regeneration and global development.

## Organisational Values & Safeguarding

Active support of Habitat's Values:

- Humility – We are part of something bigger than ourselves.
- Courage – We do what's right, even when it is difficult or unpopular.
- Accountability – We take personal responsibility for Habitat's mission.

### Safeguarding:

Habitat requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation and abuse, safeguards the rights of beneficiaries and community members (especially children and vulnerable adults), and promotes the implementation of Habitat for Humanity's code of behaviour.