

## CENTRE FOR GLOBAL EDUCATION



### GLP Promotions and Communications Internship (Part-time) Role Description

#### 1. Centre for Global Education

The Centre for Global Education (CGE) is a development non-governmental organisation (NGO) which provides education services that enhance awareness at a local level of international development issues. The Centre was established in 1986 by development agencies to challenge dominant stereotypes and commonly held perceptions of developing countries which are prevalent in our society. The Centre was given the remit of promoting development education, which is a participative and experiential form of learning designed to engender new skills, values, attitudes and knowledge that enable us to understand the factors that underpin poverty and injustice around the world. The Centre regards action as a central outcome of the development education learning process and encourages learners to actively engage with development issues to bring about positive social change both locally and internationally.

The Centre delivers activities in the formal and informal education sectors, produces publications and carries out research on global issues and education practice. We also publish a bi-annual, peer reviewed, open access journal titled *Policy and Practice: A Development Education Review* available at: [www.developmenteducationreview.com](http://www.developmenteducationreview.com).

#### 2. The Global Learning Programme (GLP)

The Centre has been contracted by the Department for International Development (DFID) to manage delivery of a formal education project called the Global Learning Programme (GLP). The programme aims to strengthen the capacity of schools and teachers to help pupils learn about global justice issues such as poverty, inequality and sustainability. It will enable pupils to understand the underlying causes of global poverty, and the role that they can play in creating a more just and equal world. The overarching programme outcome is to increase and improve delivery of development education in 50% of grant-aided primary, secondary

and special schools in Northern Ireland. The GLP will support schools to embed development education as regular practice across curriculum subjects and through whole school initiatives.

As of June 2017, 35% of all schools in Northern Ireland were participating in the GLP.

### **3. GLP Promotions & Communications Intern**

The post-holder will assist the GLP Promotions and Communications Officer with all areas of their work.

#### **3.1 Key objectives**

- > To support the implementation of effective promotions and communications to ensure the GLP meets its target of engaging 50% of schools in Northern Ireland.
- > To help maintain and develop a GLP website, social media accounts and online presence so that teachers in NI have access to relevant and high quality information and resources.
- > To help ensure effective communications with participating schools to support their completion of the GLP.
- > To showcase good practice in global learning and celebrate the achievements of participating schools.

#### **3.2 Key duties**

- > Attending GLP and school events to gather information and photographs that can be used to promote the programme.
- > Helping to ensure all GLP online platforms are regularly refreshed with new content. A key part of this will be writing news stories and articles to share with teachers.
- > Supporting the creation and dissemination of GLP promotional materials.
- > Supporting the online publication of the GLP termly e-newsletter.
- > Exploring external opportunities to promote the GLP to schools.
- > Providing administrative support necessary to ensure successful promotions and communications activities. This will include updating GLP databases and spreadsheets.
- > Communicating with schools by phone and email to promote the programme and answer queries.
- > Working collaboratively with all GLP staff and volunteers.

## **4. Internship conditions**

### **4.1 Management**

The volunteer will be managed by the GLP Promotions and Communications Officer. On the job training and support will be provided.

### **4.2 Expenses**

The Centre for Global Education will reimburse reasonable expenses incurred as part of the volunteer's work for the GLP upon the presentation of receipts of expenditure. This will be limited to up to £5 for lunch and up to £5 for commuting to and from the Centre per day. Travel expenses to other venues incurred in the course of work will be fully reimbursed. Training expenses may also be covered, but this will be decided on a case by case basis. Receipts should be kept for all expenditure and handed in with a completed Staff Expenses Claim Form at the end of the month.

### **4.3 Hours**

The volunteer will be expected to work 12 hours per week. This will usually be from 9am to 3pm on two days of any given week. Advance notice should be given to the Promotions and Communications Officer of any changes to these days/hours.

### **4.4 Holidays**

Notice should be given to the Promotions and Communications Officer one week in advance (where possible) if the Intern requires time off for a holiday.

### **4.5 Sick leave**

The intern should inform the Promotions and Communications Officer by email or text before they are due into the office if they are too ill to attend work.

### **4.6 Training opportunities**

While in job training will be provided on a daily basis, the post-holder may at times see external training opportunities they would like to attend. When this is the case, they should inform the Promotions and Communications Officer, who will investigate the opportunity further.

### **4.8 Equal Opportunities**

The Centre for Global Education aims to be an equal opportunities employer and welcomes applicants irrespective of their sex, sexual orientation, religion, marital status, ethnic origin or disability.

### **4.7 Duration of post**

Six months beginning in September 2017 and running into February 2018, with the possibility of extension.

## 5. Skills criteria

- > An interest in international development, global justice issues and global learning.
- > Experience of promotions and communications (through study or work experience).
- > Good organizational skills.
- > IT skills to include knowledge of the core programmes in the Microsoft Office package.
- > A willingness to learn new skills.
- > The ability to communicate confidently by email and phone.
- > The ability to work as part of a team.
- > Website and/or social media experience is desirable.

## 6. Further reading

[www.globallearningni.com](http://www.globallearningni.com)

[www.centreforglobaleducation.com](http://www.centreforglobaleducation.com)

[www.facebook.com/globallearningprogramme](https://www.facebook.com/globallearningprogramme)

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