

Education Coordinator

GAP Ireland is seeking a passionate and organised Education Coordinator to enhance and deliver their schools programme.

The Education Coordinator will lead in the delivery of education programmes and learning opportunities for students and teachers in schools in the greater Dublin area. This role plays a key part in advancing GAP's mission to empower people to live more sustainable lives and support local climate action through education and engagement. The role is based in schools, in our office in Ballymun, and can also include hybrid work.

We're looking for someone who enjoys working with schools and young people, who knows the curriculum, and is passionate about global citizenship education (GCE). The successful candidate will be an organised, creative, and confident facilitator who develops engaging, inclusive learning experiences to inspire action for justice.

Job Description

Position	Education Coordinator
Reports to	Schools Programme Manager
Location/ Travel	GAP Offices in the Axis Theatre, Ballymun. This role will require travel to schools within County Dublin and surrounding areas.
Hours & Contract duration	• Part time, 30 hours per week, within normal working week Monday - Friday. Working hour distribution over the week to be agreed. • Potential to extend to a full-time 37.5 hour week dependent on funding • 1 year fixed term contract from start of contract date. Renewable subject to funding. • There will be an occasional requirement to undertake evening and weekend work. • A six-month probation period applies.
Salary Band	• The salary band is between €37,500 - €43,076 pro rata. • The starting point on the salary scale will be determined based on the successful candidate's experience and qualifications. • GAP operates a pension scheme, in which both employee and employer contribute 1.5% of the salary to a recognised pension provider.
Role Purpose	The Education Coordinator will lead the enhancement and delivery of GAP's climate and global citizenship education programmes for primary and post-primary schools. They will engage with schools to market and deliver these workshops across Dublin city and surrounding counties. They will further organise and deliver a programme of online professional development for post-primary teachers. They will keep records of activities and report as needed. The role involves building and maintaining strong relationships with teachers, school leaders, funders and other partners to help the programme grow and respond to the needs of teachers and students. The successful candidate will have previous experience working in the

	education sector (formal or informal) and excellent knowledge and skills relating to GCE. They will use imaginative and impactful approaches consistent with best practice in GCE.
Main duties	1. Programme Development & Delivery • Engage with schools to promote schools and teacher programmes, building on GAP's existing Teacher Toolkits, curriculum-linked resources and workshop programmes, to strengthen their impact and reach. • Plan and deliver teacher professional development sessions on climate change, climate justice, climate action, human rights, global citizenship, sustainable development and related topics. • Build and maintain relationships with stakeholders so as to enable all other duties. • Plan, pilot and bring to scale a workshop model that enhances GAP's existing GCE and climate education programming. This workshop model will comprise teacher CPD, a series of student workshops and support for a student-led action project. • Ensure programming is inclusive, engaging and focused on human rights, justice and action. 2. Project Coordination & Administration • Schedule and logistically organise school workshops. • Oversee project budgets and ensure timely and accurate record-keeping. • Ensure accurate documentation and reporting in line with funder and organisational requirements. • Report to funders on project activities at specified points in the project cycle. • Contribute to project reports and funding applications within the scope of GAP's activities. • Use a range of platforms to communicate internally and externally, including Gmail, Hubspot and social media. 3. Monitoring & Evaluation • Implement systems for capturing impact data, collecting feedback, and evaluating programme success. • Prepare periodic reports for management, funders, the Board of Directors, and other stakeholders. 4. Representation & Outreach • Act as an ambassador for GAP Ireland at events, school visits, and meetings relating to global citizenship and our other areas of work • Promote education programmes and support increased participation among diverse community groups. 5. Safeguarding & Compliance • Ensure compliance with all relevant health & safety, child protection and GDPR policies in all activities. • Apply best practices when working with children, young people and vulnerable adults.

Person Specification

Qualities / Skills / Competencies	Candidates should possess the following key skills and attributes: Essential: • Minimum 2 years' experience in delivering GCE or environmental education in formal or informal settings; • Sound knowledge of climate, justice and human rights issues, • Strong communication and facilitation skills, especially with primary and post-primary students and their teachers; • Ability to manage multiple projects and meet deadlines; • IT proficiency (Google Workspace, email, online learning tools); • Willingness to travel locally and work flexibly. • A full, clean driving licence and access to transport. Desirable: • Familiarity with the Irish school curriculum, or experience working with schools; • Familiarity with ecology, sustainability, climate science or environmental education; • Experience with monitoring, evaluation, and impact reporting; • Experience working with migrant or minority communities;
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This role offers an exciting opportunity to work at the intersection of education, sustainability, and community development. Full induction and professional development opportunities will be provided.

GAP Ireland is committed to diversity and inclusion and welcomes applications from people of all backgrounds.

This job description is a guide to the general range of duties attached to the role. It is intended to be neither definitive nor restrictive and is subject to review with the employee concerned and therefore may be updated from time to time to reflect changing business and operational needs and the employees own development and growth needs.

To apply for this position, please submit a CV and letter of motivation outlining your suitability for the role to info@globalactionplan.ie.

Deadline for applications: Monday 17th August at 5 pm.