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[www.liverpoolworldcentre.org](http://www.liverpoolworldcentre.org)

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**Job title:** Global Learning Projects Support Officer  
**Hours:** 17.5 (2.5 days)  
**Salary:** £23 - 26k depending on experience

**Responsible to:** Co-Directors

Thank you for your interest in working with Liverpool World Centre. Potential applicants can find the role description, main duties and person specification below.

Application and equal opportunities monitoring forms should be submitted **no later than 9am on the morning of Monday 15<sup>th</sup> January.** Applications should be submitted by e-mail and addressed to: [andrea@liverpoolworldcentre.org](mailto:andrea@liverpoolworldcentre.org)

### **The organisation**

Liverpool World Centre (LWC) aims to be a catalyst for positive social change by sharing the benefits of global learning. We work with teachers and schools, higher education institutions, and communities to offer engaging workshops, events, training and evaluation on global issues and global learning methods.

The LWC team currently consists of 4 paid staff, a number of associates and 6 trustees. LWC works in a very dynamic and creative way, and promotes opportunities for staff and volunteers to develop themselves and the organisation.

### **The Role**

Following a busy year, LWC is seeking to recruit for a role that can support delivery and development of our educational work. The focus of this work will be on schools initially. For example, we are seeking someone who can support delivery of workshops planned with teachers and young people in schools, alongside planning and delivery of climate conferences/citizen assemblies and events which promote young people's voices. More broadly, we expect the post holder to contribute across all aspects of our work, including higher education and communities.

We recommend that applicants make themselves familiar with the breadth of our work by exploring the [project pages on our website](#) and reading to the end of this form (5 pages) before completing.

This post is currently for 17.5 hours a week (i.e. 2.5 days), and would encompass development, delivery and evaluation of Global Learning projects, alongside general support for the day to day running of the organisation. Whilst team working is important, the post-holder must also be able to work effectively on their own.

The successful applicant will work closely with all team members, including our Schools Lead for Global Learning, the Co-Directors and our Communications, Marketing & Evaluation Officer.

## **Main Duties**

### **1. Project planning**

- managing timelines and milestones for delivery
- understanding and managing budgets
- engaging with and tracking stakeholders
- supporting creation of publicity materials and promotion to LWC networks
- reporting to line management and for funders

### **2. Project delivery:**

- establishing links and engagement with schools (both face to face and online), including recruiting teachers to LWC projects
- designing and delivering workshops and conferences with young people, teachers and wider stakeholders eg, local policy makers; identifying a clear process/timings, learning outcomes and potential contributors/ speakers.
- project managing the lead up to, delivery and evaluation of events

### **3. Project administration:**

- establishing and maintaining up-to-date files and records which can be easily accessed and understood by wider team/partners
- creating, recording and maintaining timesheets and documents for reporting to funders
- collecting and recording evaluation data

### **4. Future planning and income generation:**

- contributing to identifying funders and funding applications, and creating ideas for future work
- using evaluation evidence to inform project development
- networking with other stakeholders (schools, third sector organisations, statutory bodies and others) both for existing and future projects
- contributing to the strategic direction of the organisation

### **5. General:**

- participating in Liverpool World Centre meetings, training sessions/conferences when required
- participating in own supervision and appraisal
- attending regular project meetings and providing updates to LWC team/Co-Directors
- carrying out administrative tasks in support of own work
- carrying out other duties consistent with the nature of the post
- carrying out all the above in accordance with the aims, values and policies of Liverpool World Centre, in particular, confidentiality, impartiality and Equal Opportunities
- The above duties will be prioritised by the Co-Directors in consultation with the post-holder. The post-holder may be asked to re-organise their work in order to help the centre to respond to changes which can arise from time to time. This would be done in a way consistent with the purposes of the post and in consultation with the post-holder.

## Person Specification

Job Title	Events Coordinator		
Requirements	Essential (E); Desirable (D)	Application (A); Interview (I); Task (T)	
<b>Education</b>			
5 GCSEs including Maths and English grade C or above or equivalent.	D	A	
A further or higher education qualification	D	A	
<b>Experience</b>			
Experience of coordinating projects (including design, promotion, and evaluation) or experience of similar planning activities.	E	A, I, T	
Experience of working in an educational/ training or similar setting, eg, community or voluntary sector	D	A, I	
<b>Skills</b>			
Experience of using IT skills, demonstrating use and creative application of office and online software (e.g. Word and Excel; databases; virtual tools such as cloud file management, zoom; Doodlepoll and Eventbrite etc)	E	A, T	
Excellent communication skills that demonstrate good listening as well as clear thinking, and ability to create text/visual information that conveys information clearly eg, power point slides	E	A, I, T	
Skills for facilitation with adults and young people in different contexts, and commitment to learn and develop these	D	A, I, T	
Accuracy with numbers and ability to catalogue and maintain records.	E	T	
Experience of bid writing/grant applications	D	A, I	
<b>Knowledge and understanding</b>			
Knowledge and understanding of/interest in global issues and learning	E	A, I	
Awareness/ knowledge of work in school contexts, including safeguarding and opportunities and constraints within schools	D	A, I	
<b>Personal</b>			
Commitment to the values of LWC (promotion of social justice issues, lifelong learning and human rights)	E	A, I	
Enjoy working within small, creative and dynamic team, whilst able to work independently and exercise initiative.	E	A, T	
Commitment to professional development	E	I	

## Terms and Conditions of Employment

This post is offered on part-time permanent basis subject to funding.

The post will start 1st February 2024 or as soon as can be mutually agreed (and no later than 1<sup>st</sup> March 2024).

The following conditions of service will apply:

<b>Salary</b>	£23,000 – 26,000 (pro rata), dependent on experience
<b>Pension</b>	3% employer contribution (as part of auto enrollment scheme).
<b>Location:</b>	Liverpool Office (based at Toxteth TV, 37 Windsor Street, L8 1XE)
<b>Holidays</b>	25 days per year plus 8 public holidays pro rata.
<b>Hours of Work:</b>	17.5 hours per week (excluding lunch breaks) within general office hours of 9am-5pm. Days to be agreed with post holder
<b>Probation:</b>	The post will have a probationary period of six months.
<b>Notice:</b>	One month's notice of termination of employment on either side.
<b>Disability:</b>	We are committed to making every reasonable adjustment to the workplace or working arrangements so as to accommodate people with disabilities.
<b>DBS</b>	Employment in this post is subject to satisfactory police clearance being obtained. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (exception) Order 1975 and you are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act.

## Recruitment process

Applicants should submit an **application form** (including names and contact details of **two referees**), describing how they meet the requirements of the post and the person specification, and a completed **equal opportunities form** – to arrive no later than **9am, Monday 15th January 2024**

Please submit your application by e-mail, including your form and equal opportunities form as attachments, to:

[andrea@liverpoolworldcentre.org](mailto:andrea@liverpoolworldcentre.org)

Candidates requiring any additional support with the application process, or alternative application formats should contact Andrea by e-mail or telephone. Please note that the office will be closed from Friday 22<sup>nd</sup> December until Sunday 7<sup>th</sup> January.

Short-listed candidates will be contacted after the closing date, with interviews to take place Monday 22<sup>nd</sup> January 2024. Please provide a contact email or telephone number so that we can contact you if you are short-listed.

## Notes on making an application

- You should supply the name and contact details for two referees. One of your referees should be your present or most recent employer. If you have not been employed or have been out of employment for a long time, please give the name of someone who knows you sufficiently well to confirm the information you have given and to comment on your ability to do the job. This should not be a relative or purely personal friend. References will be taken up for the successful candidate prior to an official job offer.
- The enclosed person specification lists the minimum requirements for this post. When short-listing for interview the selection panel will only consider the information in your application and will assess this against the person specification. (Please repeat anything you've told us in email or phone enquiries)
- The selection panel cannot make assumptions about the nature of the work you have done or your experience from a list of job titles. It is therefore important that you demonstrate how you meet the requirements, with appropriate examples included. We very much value voluntary work as well as other life experiences so remember to include these as well as paid work experience.
- If you are short-listed for interview, the selection panel will ask you questions based on the person specification which will cover the areas in more detail.