



UNICEF: UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfil their potential. Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone. UNICEF is the world's largest children's humanitarian organisation.

Job Title	Rights Respecting Schools Coordinator
Reporting to:	Advocacy and Child Rights Education Manager
Team	Child Rights Education
Location	Dublin - occasionally remotely
Hours	38 hours per week. Other flexible arrangements will be considered
Salary	Commensurate with experience
Duration	2-year contract
Probation	11-months

UNICEF Ireland's Rights Respecting Schools Award (RRSA) is an innovative and creative programme that aims to embed the UN Convention on the Rights of the Child (CRC) in the ethos and practice of schools. The vision of the Programme is that all children in Ireland learn in a rights respecting school community where the CRC is fully embedded in values and practice. We are looking for a Coordinator to lead the programme with a particular focus on the delivery of EU-funded project.

Supported by UNICEF's Advocacy and Education Manager, you will manage the growth and development of the Rights Respecting Schools Award, working with schools and educational stakeholders across Ireland. A confident and results focused individual, you will have some experience of managing projects. You will also be an advocate for children's rights, demonstrating a strong commitment to the CRC.

UNICEF Ireland's RRSA Programme supports primary and secondary schools across Ireland to embed children's rights in their ethos and culture. The award is based on principles of equality, dignity, respect, non-discrimination and participation. It recognises achievement in putting the UN Convention on the Rights of the Child at the heart of a school's practice to improve well-being and help all children realise their potential. A rights-respecting school is a community where children's rights are learned, taught, practised, respected, protected and promoted.

As RRSA Coordinator, you will support existing RRSA schools to achieve and maintain their Rights Respecting status and promote the award to new schools across Leinster and Munster. As the programme coordinator you will lead the development, design and implementation of RRSA linking in with Child Rights Education experts from across the UNICEF international network as part of an ambitious EU funded project.

Responsibilities

Leadership and management of the award

- Accountable for the promotion, development and growth of RRSA in Ireland.
- Ensure high quality services and advice are provided to schools.
- Lead, manage and deliver on deliverables to time and quality as set out in our EU project.
- Manage own time so that resources are optimally focussed on our strategic objectives and delivery.

Stakeholder relationships

- Build positive relationships with key stakeholders in schools and other relevant organisations.
- Deliver in person and virtual training and advice sessions to teachers and students in schools.
- Develop positive relationships with appropriate external organisations locally, nationally and internationally to build capacity.
- Deliver Continuous Professional Development (CPD) training to teachers.

Resource & material development

- Lead the collaborative inhouse development of high quality, age appropriate child rights resources for children and teachers involved in the programme in both primary and secondary schools.
- Support UNICEF's Child Rights on the development of common resources to be shared across UNICEF's global Child Rights Education network.
- Engaging with children and teachers in resource development, monitoring and evaluating the impact of materials.
- Ensure consistency in the provision of guidance, materials, support and training provided across participating schools.
- Supporting with the development of promotional and communications material for the programme.
- Use digital media and other tools where they can help UNICEF Ireland achieve better results for children.

Reporting and quality assurance

- Keep detailed and consistent records of school interaction and development
- Provide regular and timely communication (oral and/or written reports) as part of EU project.
- Evaluate robust and up-to-date evidence to support and scrutinise the effectiveness of RRS in delivering identified outcomes.
- Secure and monitor high quality support to primary and secondary schools.
- Standardise support staff approaches, interpretation and understanding of RRS.
- Uphold quality of field support staff activity including any required reports.
- Monitor results and adjust any approaches that are not working.
- Manage overall data quality in relation to the project, proactively testing, cleaning and updating data to ensure information is up to date, accurate and GDPR compliant.

Person Specification

This section details the skills, behaviours and experience required for the role. All criteria in the Person Specification are essential.

Effective Behaviours

- Achieving change - Demonstrates a solution focused approach to overcoming the barriers to change
- Supporter driven - Develops effective relationships with school and other educational stakeholders enhancing their knowledge and involvement of child rights and UNICEF's work
- Efficiency and effectiveness - Evaluates work, learns from results and adjusts strategies to provide the best results for children
- Communication - Conveys complex ideas using a variety of methods to engage an audience and win understanding and support
- Results focused – Prioritises and sustains a focus on work that will have the greatest impact on agreed aims

Relevant Experience

- Working strategically at a senior leader level in an education setting, with experience of delivering professional development, within schools
- Working with children and young people in an educational setting, involving them in decision making

Specific Skills

- An excellent communicator who listens well to colleagues and can deliver on their needs.
- Excellent writing and resource development skills
- Effective use of ICT, including database skills
- Ability to use systems efficiently as a remote worker
- Effective report writing skills

Specific Knowledge

- Knowledge and understanding of the UN Convention on the Rights of the Child

Terms of Employment

- This is a 37.5 hour per week, two-year contract subject to the satisfactory completion of 11-month probation period. The work may require working unsocial hours i.e. evenings and weekends plus EU travel. The annual leave entitlement is twenty (20) days pro rata per annum.

UNICEF Ireland is committed to adhering to the highest standards of child protection and child safeguarding. UNICEF reserves the right not to employ staff or engage volunteers or other representatives who are deemed to pose or potentially pose a risk to the protection of children, to the full extent permitted by law. Additionally, all candidates must sign UNICEF Ireland's Child Protection Policy & Procedures before commencing employment, engaging as a volunteer, intern, consultant or representative of UNICEF Ireland.



To apply please submit your CV & a cover letter via email to:

UNICEF Ireland Advocacy and Education Manager, Vivienne Parry

Email: vivienne@unicef.ie

Closing date for applications is 5pm Wednesday December 2nd 2020, with interviews to take place from the week beginning 7th December.