



Devon Development Education  
The Global Centre,  
Exeter Community Centre  
17 St David's Hill  
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[www.globalcentredevon.org.uk](http://www.globalcentredevon.org.uk)

### **Post of Coordinator of Devon Development Education**

Devon Development Education, based at the Global Centre, works with schools and the general public across Devon, Plymouth and Torbay. We provide events, activities and resources which enable local people to learn more about the lives of people in other parts of the world, encouraging us all to become global citizens. Each year we work with teachers and pupils from more than 50 schools and hold a wide variety of community events.

We work through a number of projects; here are two of our key ones:

- Food for Thought links schools in the UK and Uganda, with a theme of food growing
- Cultural Champions takes people from other cultures living in Devon into schools to explain some aspects of their way of life

We also run the Fairtrade Devon campaign for Devon County Council, and we have produced language teaching packs for French and Spanish, focussing on life in Mali and Peru respectively. We offer professional development for teachers within the Global Learning Programme. Our programme of community events ranges from a Global Book Club through regular lunchtime discussions to talks from university researchers.

DDE is run by a small team of committed volunteer office staff and two paid employees, all part time. It is a registered charity and also a company limited by guarantee, governed by a Board of Trustees. Our current Coordinator is stepping down after long service with DDE and we are seeking a new Coordinator to work with us for two days per week. The Coordinator will have oversight of all the charity's day-to-day operations and work with the Board of Trustees to set the charity's direction.

Although this is an unpaid role, we believe it will be richly rewarding, offering the opportunity to lead a resilient charity offering unique services to schools and the wider community. You will work with a team of skilled and enthusiastic staff to maintain existing projects and develop new ones. You will build a network across Devon and with Development Education Centres nationally. With the Board's agreement, you will have the opportunity to raise funds for projects that interest you, as long as they are within the scope of our charitable objectives (see over). Above all, you will help to build a society in Devon which is globally aware, tolerant and welcoming of diversity in the local population.

See the attached role description and person specification for more details, and you can find out more about DDE from our website, [www.globalcentredevon.org.uk](http://www.globalcentredevon.org.uk), and our brochure. Our Annual Reports and Accounts can be viewed on the Charity Commission website. For an informal chat about the role and DDE in general please contact Sue Kay, Chair of Trustees: [s.kay@blueyonder.co.uk](mailto:s.kay@blueyonder.co.uk), 07814 152577.

# Devon Development Education

## *at The Global Centre Devon*

### **Objects**

The charity's objects as set out in the Memorandum and Articles of Association are to promote, maintain, improve and advance public education, particularly by the promotion of global education in Devon.

Global education encompasses:

- Enabling people, including children and young people, to understand the links between their own lives and those of people living throughout the world;
- Increasing understanding of the economic, social, political and environmental forces which shape our lives;
- Developing skills, attitudes and values which enable people to work together to bring about change and take control of their own lives;
- Working towards achieving a more just and sustainable world in which power and resources are more equitably shared.

Our **Mission** is to provide a wide range of global learning opportunities for communities and schools in the South West, which increase their knowledge and understanding of global issues and enable them to take appropriate action.

Our **Vision**: A fairer and more sustainable world.

### **Beliefs**

*Our core principles*

- We believe in working together towards a more just and sustainable world.
- We believe that understanding the links between our own lives and those of people throughout the world is the basis for valuing other cultures equally.
- We believe that global education can help people of all ages to understand the forces that affect their lives and that their actions affect others around the world.

### **Values**

*Our principles in action*

Within our organisation and in our work with the wider world, we value

- Learning that will increase awareness and understanding of other cultures
- The richness of diverse communities
- Taking responsibility for the local and global environment
- Welcoming and including all members of the community, recognising their contributions and skills
- Willingness to try out new ideas
- Working together for justice and sustainability

# Coordinator of Devon Development Education

## Role Description and Person Specification

**Post title:** DDE Coordinator

**Supervision and Support:** the Coordinator reports to the Board of Trustees

**Hours:** 15 hours, over 2 or 3 days per week. This is currently Mondays and Thursdays, but hours can be flexible, by agreement.

**Location:** The Global Centre, Exeter Community Centre, 17 St David's Hill, Exeter EX4 3RG

**Salary:** This is an unpaid role. All necessary expenses will be reimbursed.

**Contract:** After an initial 3-month trial period this will be a permanent rolling contract on 3 months' notice.

### Job Purpose

The Coordinator is the leader and day-to-day manager of DDE, responsible for all aspects of DDE activities. The trustees rely on the Coordinator to ensure that the strategy set by the Board is implemented effectively and that DDE is well-run and well-regarded.

### Main duties and responsibilities

- Oversee all DDE projects and activities; take responsibility for operational decision making.
- Support DDE staff and volunteers, supervising where needed.
- Generate income through grant applications and other activities, working with trustees and DDE staff.
- Keep DDE evolving: help to ensure we are up to date with educational developments; initiate and implement new activities.
- Liaise with the Board of Trustees, including attending Board meetings.
- Act as Company Secretary and work with Treasurer and chairperson to prepare the Annual Report and Accounts.
- Ensure reports to funders are produced as required.
- Financial management, working with the Treasurer and bookkeeper.
- Ensure DDE is compliant with relevant legislation and regulation.
- Oversee publicity and promotion for DDE activities, including social media and the website.
- Maintain awareness of DDE in the education sector and the wider community; communicate and celebrate our work.
- Develop and maintain links with related organisations, in particular development education centres, locally, regionally and nationally; be aware of overseas links.

### Person specifications: essential:

- Experience of leading and managing a team, in a formal or informal setting.
- The ability to initiate, plan, implement and evaluate activities.
- Commitment to DDE's aims and values, including the importance of education for all and an inclusive and open society.
- Commitment to sharing knowledge, understanding and skills with young people, teachers and members of the community, seeking to improve lives.

- The ability to communicate with groups, individuals and the public in a variety of ways.
- Experience of office administration and basic finance.
- A Disclosure and Barring Service check, or willingness to have a check made.

**Person specifications: desirable:**

- Teaching or other educational experience, within school or community settings.
- A track record in generating income, e.g. from grants, fundraising, service provision or other.
- Experience of living or working in a country or culture not their own, in the UK or abroad.
- A driving licence and access to a vehicle would be an advantage: the Coordinator will need to travel around Devon, Plymouth and Torbay.

**Selection process:** we will respond to all applications.

1. Please send a CV and letter of application, by email or post, to:

Susan Kay  
Devon Development Education  
The Global Centre,  
Exeter Community Centre  
17 St David's Hill  
Exeter, EX4 3RG  
dde@globalcentred Devon.co.uk

2. We will invite shortlisted applicants to attend an interview.

3. Two references, not family members, will be taken up prior to appointment.

**The closing date for applications is 12 noon on Monday 10<sup>th</sup> June.**

**Interviews will be held on Monday 24 June, at the Global Centre.**

April 2019