



Devon Development Education  
The Global Centre,  
Exeter Community Centre  
17 St David's Hill  
Exeter, EX4 3RG  
Tel/fax 01392 438811  
dde@globalcentred Devon.co.uk  
www.globalcentred Devon.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 and from other cultural backgrounds, 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.

Over the past year, DDE has responded to the issues revealed by the Black Lives Matter movement, supporting efforts to make school history curricula more inclusive, advising various local institutions on diversity matters and supporting People of Colour.

We are seeking a new coordinator who will lead our small team of committed and enthusiastic staff and fundraise to ensure that we can support our work going forward. The coordinator will have oversight of DDE's day-to-day operations and work with the Board of Trustees to set the charity's direction. DDE is committed to supporting and celebrating diversity, and we welcome applications from all ethnic, heritage, professional and social backgrounds.

The coordinator will work 15 hours per week, spread over 2 or more days. During the pandemic DDE staff have mainly been working from home, but this is beginning to change and at least part of the coordinator's work will be done from our office in Exeter.

### **About DDE**

DDE works through a number of activities; here are just a few:

- Cultural Champions and Youth Cultural Champions trains people from different backgrounds living in Devon to run sessions giving an authentic, personal view of their culture.
- Devon Diversity Consultants provides organisations with advice on diversity and inclusion.
- Food for Thought links schools in the UK and Uganda, with a theme of food growing.
- Telling Our Stories, Finding Our Roots. Devon's Multicultural History has researched and shared the history of migration and ethnic diversity in three Devon towns and Exeter city.

We also run the Fairtrade Devon campaign for Devon County Council, and 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. Our Windrush group has brought together people with Caribbean heritage from across Devon to organise a range of events which recognise and celebrate the contribution of the Windrush generation to our community.

DDE is run by a small team of committed volunteer office staff and three paid employees, all part time. It is a registered charity and also a company limited by guarantee, governed by a Board of Trustees.

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.

### **How to find out more and to apply**

See the attached role description and person specification for more details, and you can find out more about DDE from our website, [www.globalcentred Devon.org.uk](http://www.globalcentred Devon.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 Harri Best, [harriddee@gmail.com](mailto:harriddee@gmail.com) .

To apply, please complete the application form and send it by email to [dde@globalcentred Devon.org.uk](mailto:dde@globalcentred Devon.org.uk).

The closing date for applications is 12 noon on 27th September 2021.

We will respond to all applications, and shortlisted applicants will be invited to attend an interview on either the 18th or 19th of October.

Two references, not family members, will be taken up prior to appointment and a DBS check will be required.

## Coordinator of Devon Development Education

### Role description and Person Specification

**Post title:** DDE Coordinator

**Supervision and Support:** The Board of Trustees

**Hours:** 15 hours per week, worked over 2 or more days

**Location:** The Global Centre, Exeter Community Centre, 17 St David's Hill, Exeter EX4 3RG. Working from home is also possible for at least part of the time.

**Salary:** £11,200 per year (approximately £28,000 pro rata).

**Benefits:** 6.6 weeks holiday per year (99 hours), including bank holidays; employer's pension contribution 3% of salary over £120 per week.

**Contract:** 12 months initially, with an initial 3 month probationary period. The post will be extended beyond 12 months if funding becomes available.

*The trustees are committed to making this post work for the right candidate so please enquire even if the details listed below don't quite fit you, with suggestions for how the role could be modified*

#### Main duties and responsibilities

- Oversee all DDE projects and activities; take responsibility for operational decision making.
- Support DDE staff and volunteers, supervising where needed.
- Oversee DDE's fundraising activity and ensure that sufficient funds are available to run the organisation sustainably.
- Generate income through grant applications and other activities, working with trustees and DDE staff.
- Financial management, working with the Treasurer and bookkeeper.
- Liaise with the Board of Trustees, including attending meetings.
- Act as Company Secretary and work with the Treasurer and Chair to prepare the Annual Report and Accounts.
- Ensure DDE is compliant with relevant legislation and regulation.
- Oversee publicity and promotion for DDE activities, including social media and the website.
- Ensure reports to funders are produced as required.
- 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:

- Commitment to DDE's aims and values, including the importance of education for all and an inclusive, diverse and open society.
- Commitment to sharing knowledge, understanding and skills with young people, teachers and members of the community, seeking to improve lives.
- Experience of generating income e.g. from grants, fundraising, service provision or other.
- The ability to communicate with groups, individuals and the public in a variety of ways.
- Experience of office administration and basic finance.
- An understanding of the value and challenges of diversity and inclusion.

- Experience of leading and managing a team: this could be in a workplace setting or in an informal or family group.
- The ability to initiate, plan, implement and evaluate activities.
- A disclosure and Barring Service check, or willingness to have a check made.

**Person specifications, desirable:**

- Flexibility to work hours across the week.
- Experience of living or working in another place or culture.
- Teaching or other educational experience, within school or community settings.
- A driving license and access to a vehicle would be an advantage.