

## Project Worker – We are Norfolk: East

**NEAD (Norfolk Education & Action for Development)** is a registered charity and Development Education Centre which supports global learning in the formal education sector and wider community. Our work aims to:

- Promote greater understanding of the economic, social, political and environmental forces which lead to global inequalities
- enable people to work individually or together to develop the skills, attitudes and values which bring about change
- meets the local needs of schools, teachers, adult learners, local authorities, community groups and the general public
- through the provision of: learning programmes, training and workshops, resources and educational services, talks and lessons, teaching ideas and support, public events

### General Information

- This post is offered as a contract until the end of the project (March 31st 2012)
- This is a part time post of 2.5 days a week (17.5 hours in any one week) with a gross annual salary of £11,053.09
- This post may include occasional evening and weekend work, by negotiation, for which the post-holder would receive time off in lieu
- The post-holder will be based at and develop NEAD's new satellite base in Great Yarmouth, with an initial induction period in Norwich. Some travel to NEAD's main Norwich base will be required
- The holiday allowance for this post is 14 days p.a. (based on a full time equivalent of 28 days)
- We hope the successful applicant would be able to take up the appointment on 1<sup>st</sup> September 2008
- If you would like further information about the post, or an opportunity to discuss it, please do not hesitate to telephone Kaja Holloway, NEAD Manager: 01603 610993

### Application Procedure

- Applicants are asked to apply using the NEAD job application form only. A separate CV is not required.
- Applicants should read the attached Job Description and Person Specification carefully and write their applications in response to this. This should clearly set out your experience, attributes, and the reasons why you want to work for NEAD.
- Applications can be posted to: Lynne Janes, Administration Coordinator, NEAD, 38 Exchange Street, Norwich, NR2 1AX, or emailed to: [lynne@nead.org.uk](mailto:lynne@nead.org.uk) and must be received by **5pm on Tuesday 30th June 2009**.
- Short-listed candidates will be informed of their interview place and times by Friday 3rd July. Interviews will be held at our Norwich office on **Tuesday 14th July 2009**.
- If you have not heard from us by Friday 24<sup>th</sup> July 2008 then your application was unsuccessful. Unfortunately, we are unable to acknowledge applications.
- Applicants should be aware that the successful candidate will be required to undertake a Criminal Records Bureau Disclosure.

## **NEAD Project Worker – We are Norfolk: East, Job Description**

### **Key Duties:**

- To work with the NEAD Manager and other NEAD staff to deliver a new 3 year project. See appendix 1 for brief summary.
- To identify and support volunteers from different backgrounds to develop skills and confidence to deliver classroom sessions about their country of origin.
- To support teachers in developing their ability to add a global dimension to their teaching across the National Curriculum and to address cultural diversity issues.
- To develop and maintain NEAD's library of resources in Great Yarmouth for use by schools and other NEAD members.
- To assist NEAD in developing other projects in Great Yarmouth/East Norfolk.

### **Duties applicable to all NEAD employees:**

- To adhere to and implement all NEAD's policies and objectives, and participate in the review and development of these.
- To ensure that the NEAD Manager is aware of new initiatives, funding possibilities and other matters relating to the smooth functioning/future development of NEAD, and to contribute to funding applications.
- To attend appropriate project meetings, team meetings, trustees meetings, strategy meetings, Annual General Meetings.
- To participate in the recruitment of new staff.
- To maintain links with national development education initiatives and networks.
- To ensure that all enquiries are efficiently and effectively dealt with.
- To publicise and promote all NEAD services, and represent NEAD at appropriate events.
- To manage volunteers and provide training as necessary to staff paid and unpaid.
- To make regular reports to the NEAD Manager about work done.
- To contribute to the production of an annual report, NEAD newsletters, etc.

## **NEAD Project Worker – We Are Norfolk: East, Person Specification:**

The successful candidate can expect to work with: Primary School staff and pupils; the local community – in particular Black and Minority Ethnic groups, Refugees and Asylum Seekers and other migrants); other educational, statutory and voluntary sector bodies in East Norfolk.

You would be the key paid worker (as presently planned) in the newly established satellite base in Great Yarmouth and would be responsible for the efficient running of that base. You will share project tasks with NEAD's Schools Work Coordinator, who has three days a week allocated to the project, and work closely with NEAD's manager and other staff. You will be expected to travel throughout the Norfolk Childrens Services Eastern Area, to the main NEAD office in Norwich and further afield where necessary.

### **Essential Requirements:**

- Ability to communicate (both verbally and in writing) and work effectively with people from a range of backgrounds, cultures and ages (teachers, pupils, Local Authority staff, members of the local community)
- An understanding of and keen interest in cultural diversity issues
- Ability to motivate, support and develop the skills of volunteers
- Ability to prioritise a wide range of tasks and objectives, and work to deadlines
- Ability to work on own initiative and as part of a team
- Proven organisational, administrative and ICT<sup>1</sup> ability

### **Desirable Requirements:**

- Experience of teaching and/or working effectively with Primary Schools
- Experience of working with voluntary/community organisations
- Use of own car / ability to travel throughout a large rural area
- Awareness of resources available for primary schools on local/global development and cultural diversity issues
- An understanding of and keen interest in global development issues
- Experience of managing budgets
- Ability to communicate in languages other than English – in particular Portuguese and those of the EEA Accession states

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<sup>1</sup>ICT expertise in Internet use, Outlook Express, Microsoft Office: Excel, Access and Power Point

## **Appendix 1**

### **We are Norfolk: East a new NEAD 3 year project (01/04/09 – 31/03/12)**

#### **Background**

NEAD (Norfolk Education & Action for Development) is an educational charity based in Norwich. Since 1985 it has been working with schools, teachers, students and other educational personnel to support them in their endeavours to include education about global issues, human rights, cultural diversity and sustainable development in their practices and policies. The key NEAD aim has been to promote and develop local/global (citizenship) knowledge, attitudes and skills amongst young people in Norfolk schools so that they are fully able to participate in the increasingly globalised world and culturally diverse society they are a part of and will inherit. The We are Norfolk project has been running in West Norfolk since April 2008 – for more information on this and NEAD's other projects and activities, please visit our website: [www.nead.org.uk](http://www.nead.org.uk)

#### **Project Aims**

This project aims over 3 years to work with teachers to enable primary schools in the Norfolk Childrens Services Eastern Area to include global learning, cultural diversity and community cohesion activities as part of the education of their pupils. We particularly hope to support schools in addressing the key local issue of tensions arising following increased numbers of recent migrants to the East Norfolk area from different countries of origin.

The project enables us to work closely with all the primary schools in the region, supporting global learning in the classroom across the full range of curriculum subjects. We will do this by providing training sessions for teachers and a library of activity boxes, lesson plans and resources which can be used free of charge by participating member schools. Research will be undertaken to ensure NEAD's activities meet the needs of project schools and support their existing global learning activities, community cohesion plans and other initiatives such as Healthy Schools, Forest Schools and Learning for Sustainability.

We will also work with local people from different backgrounds to meet their training needs and develop their skills to become classroom facilitators, exploring the similarities and differences between different cultures using music, dance, food, arts and a range of fun activities. Opportunities to support links between schools and communities, both local and global, will be taken, and we hope to continue to be part of local events and activities with a global or community theme, such as Norfolk Black History Month.

Because many myths and stereotypes about people from different countries of origin emanate from the media, this project will also seek to increase positive media coverage of schools work on these and other global issues.

#### **Finances:**

NEAD has gained funding for this project from the Department of International Development (DfID) Development Awareness Fund (DAF) from April 1<sup>st</sup> 2009 until March 31<sup>st</sup> 2012.