

Job Title: Education Projects Officer	Location: Dublin with flexible working arrangements
Reports to: Co-ordinator	Contract: 4-days a week We offer 20 days AL per year and a benefits package that includes pension contributions, flexi-time and hybrid remote working and CPD opportunities.
Salary: Commensurate with experience, salary scale range €33,000-€35,000	

The Education Projects Officer is a new part-time position (4-days per week). The post requires energy, creativity and flexibility and, in return offers variety, opportunity and personal development.

About you: The Education Projects Officer will support 80:20 to increase its education, curriculum development and training activities to reach educators in Ireland across all levels from schools to universities and community education contexts.

About us: 80:20 Educating and Acting for a Better World is an independent non-governmental organisation that promotes popular education on human development and human rights through education and action projects, research and partnership work. We are currently an agile 3-member staff team that works with a broad network of writers, producers, volunteers, educators and contractors.

The [developmenteducation.ie](https://www.developmenteducation.ie) programme is an online resource for teachers, educators, change makers and learners focused on the unequal and unjust shape of the world today, led by a consortium of organisations including Aidlink, Concern Worldwide, the Irish Development Education Association (IDEA), the National Youth Council of Ireland (NYCI), Self Help Africa, Trócaire and 80:20 Educating and Acting for a Better World. It includes featured content, a resources library and a members area. (see the [developmenteducation.ie 2024-28 strategic plan](#) for more).

Building on [the 80:20 strategic plan 2024-28](#), the Education Projects Officer will be responsible for, in co-operation with the Co-ordinator of 80:20 and other staff members, working with partner organisations and 80:20 colleagues (at Board, Committee and staff levels) to support education and curriculum development dimensions of:

1. www.developmenteducation.ie consortium project (approx. 70% of time)
2. 80:20's projects work (approx. 30% of time).

Main responsibilities

The Education and Projects Officer will work closely with, and report to, the 80:20 Co-ordinator to support the effective development and delivery of the developmenteducation.ie project, which is supported by the Project Steering Committee. The post holder will also have responsibility for curriculum development and education projects in 80:20 such as our flagship 80:20 Development in an Unequal World education resource project.

Key Roles and Responsibilities:

Project Management and Development

- Contribute to the ongoing development and delivery of the developmenteducation.ie initiative
- Liaise with teachers and educators as part of feedback development groups
- Proficient and demonstrable web content management skills
- Support education-related editorial activities and projects with suppliers and temporary contractors.
- Monitor project schedules, record and report progress against project goals and objectives

Content and Service Development

- Develop and maintain new online content and services
- Prepare editorial features and curriculum-linked materials for developmenteducation.ie and across resource projects such as the 8th Edition of 80:20 Development in an Unequal World
- Coordinate the development of educational resources and materials aligned with curriculum needs
- Coordinate research and stay updated on the latest digital learning technologies and practices to ensure initiatives remains current and effective.
- Providing pedagogic and technical advice, support and training on the use of educational technology and multimedia in a variety of different teaching and learning contexts across team projects.
- Proactively test new approaches and ideas to implement as part of a dynamic collaborative work environment along with the Education and Research Officer and the Digital Communications Officer.

Communication and Promotion

- Contribute to the delivery of the 8th Edition of 80:20 Development in an Unequal World, including organising events, facilitating sessions and developing campaign materials.
- Represent 80:20 at conferences and teacher professional network meetings, seminars and on external committees as needed.
- Promote 80:20 initiatives through regular communications to schools, projects, stakeholders and conferences.
- Communicate, liaise and support network or partner activities, such as joint submissions on curriculum review activities in formal education.

Reporting, Administration and Quality Assurance

- Participate in planning efforts to ensure availability of updated budgets, workplans, and proposal documents.
- Provide budgeting advice and general administration support
- Produce reports for funding bodies and support the development of funding applications
- Support the development and the delivery of a Digital Learning for Global Citizenship Education / Development Education Strategy for developmenteducation.ie (content production approach)
- Overall quality assurance activities as part of improving the profiles of 80:20 programmes as a leading organisation in this field
- Regular analysis and reporting on education and curriculum development activities, and implementing change from the results of analysis
- Any other duties that arise from time to time as directed by the 80:20 Co-ordinator.

Person specification

Essential

- Third-level qualification and/or significant experience in a relevant field such as post-primary education, youth work or community and adult education.
- Experience in designing and implementing education and awareness programmes or curriculum development projects
- Experience in delivering workshops and training to learners or key stakeholders to develop skills in learning technologies to support teaching, learning and assessment
- Experience of working with students or young adults.
- Minimum 2 years' experience in education work
- Excellent verbal and written communications skills including copywriting, editing and proofreading with a high attention to detail
- Excellent project management skills with the ability to work to deadlines, lead in area of responsibility and adapt with ease to changing situations
- Excellent interpersonal skills and ability to work as part of a team and to establish good working relations
- Ambitious and motivated to be part of a mission-driven organisation and is comfortable working in a lively, collaborative culture
- Interest in and knowledge of global justice, equality, or climate issues

Desirable

- Proficiency in educational technology/multimedia
- Experience in content management and platform development using Wordpress and Elementor
- Familiarity in media productions skills and content generation including graphic design (Canva), video editing & production
- Experience in mentoring and/or managing staff or volunteers
- Proficiency in another language (for example as Gaeilge)

Don't meet every single requirement? We believe in more than a checklist when it comes to finding the perfect person for a role. So, if this role sounds exciting to you, and you meet many

but not all criteria, we encourage you to apply anyway. You may be just the person we are looking for.

In line with our **Equality Opportunities Policy**, we are committed to equal opportunity and encourage applications from candidates encompassing all ten protected characteristics set out within it. We are committed to fostering an inclusive and collaborative work environment that values all identities, perspectives and experiences, and provides opportunities for learning and growth. We encourage applications from people from all backgrounds & experiences.

About 80:20 policies and procedures

80:20 is committed to **fostering an inclusive environment**, and welcomes and encourages applicants from minority backgrounds who can contribute unique viewpoints and experiences that reflect our increasingly diverse community

80:20 has a commitment to **human rights-based standards and approaches**; a commitment to an environment that promotes Equal Opportunities; commitment to consultative ways of working; commitment to high standards of service; professional attitude to staff, funders and partners; respect for the values of 80:20 Educating and Acting for a Better World.

To apply: Applicants can apply by submitting a cover letter, links to previous curriculum development activities/portfolio and a CV to info@8020.ie.

The closing date for applications is **Thursday 13th November 2025**. Interviews are scheduled to take place in November. Candidates must be legally entitled to work in Ireland. If you have any questions prior to applying, please contact our Coordinator Tony Daly at tony@8020.ie

Location: 80:20 Educating and Acting for a Better World, Fumbally Exchange CLG HQ, Argus House, Malpas St, Blackpitts, Dublin 8, D08 Y273

Contract: starting in November or December 2025 based on availability, this is a part-time appointment for four days per week with one day a week in our Dublin-based office, initially on a one-year contract. This may be extended.