

CENTRE FOR GLOBAL EDUCATION



ASSISTANT EDITOR

Job Description

1. Centre for Global Education

The Centre for Global Education (CGE) is a non-governmental development organisation (NGDO) which provides education services that enhance awareness at a local level of international development issues. The Centre was established in 1986 by development agencies to challenge dominant stereotypes and commonly held perceptions of developing countries which are prevalent in our society. The Centre was given the remit of promoting development education, which is a participative and experiential form of learning designed to engender new skills, values, attitudes and knowledge that enable us to understand the factors that underpin poverty and injustice around the world. The Centre regards action as a central outcome of the development education learning process and encourages learners to actively engage with development issues to bring about positive social change both locally and internationally.

The Centre delivers training activities in the formal and informal education sectors, produces publications and carries out research on global issues and education practice. For more information on our activities please visit: www.centreforglobaleducation.com

Centre for Global Education

9 University Street

Belfast, BT7 1FY

Tel: (0044) 28 90241879

E-mail: info@centreforglobaleducation.com

Web: www.centreforglobaleducation.com

Policy and Practice web site: www.developmenteducationreview.com

Facebook: <https://www.facebook.com/centreforglobaleducation>

Twitter: @cgebelfast

Centre for Global Education is a registered charity under Inland Revenue number XR73713 and a Company Limited by Guarantee Number 25290. It is also a charity registered with the Charity Commission Northern Ireland (Number: NIC104991).

2. Policy and Practice: A Development Education Review

Policy and Practice is a peer reviewed, bi-annual, open access journal published by the Centre for Global Education, a non-governmental development organisation based in Belfast. First published in 2005, *Policy and Practice* aims to provide a space for development education (DE) practitioners to critically reflect on their practice, discuss the main challenges faced by the sector and debate new policy developments. The journal aims to: share new research in DE; celebrate and promote good practice in DE; enhance collaboration between development education and related adjectival education sectors; further mainstream development education in the further and higher education sector in Ireland; and provide opportunities for exchange and debate between educators from the global North and South.

Policy and Practice has a designated website (<https://www.developmenteducationreview.com/>) which contains an archive of all 35 issues published to date which are available for viewing online and downloading. The journal is open access so there are no pay walls for users. Each issue addresses a specific theme which is central to development education policy and practice. The journal invites contributions from academics, education practitioners, non-governmental organisations, statutory bodies and civil society groups. The journal boasts an international pool of contributors from Europe, North America and the global South.

A review of the number of visitors to the website by pages viewed from January to December 2021 demonstrated the importance and value of online, open access publishing. The journal website received 247,865 visits and 219,835 unique visits in 2021 with the top ten location of visits by pages viewed as follows: United States (120,685); Philippines (42,206); India (41,117); Britain (29,994); Russian Federation (14,675); Canada (13,241); Ireland (12,431); Sweden (9,917); South Africa (8,886); and Germany (8,230). These metrics demonstrate the international reach of the journal and strong levels of take-up in the global South.

Since 2005, *Policy and Practice* articles have generated 3,674 citations - an increase of 531 on 2021 - of which 3,300 were in external journals and 374 were found in other *Policy and Practice* articles. These citations are evidence of the journal's impact on research in the DE sector and contribution to high quality debate. It is also evidence of the journal's interdisciplinary content with citations appearing in a total of 505 journals, 270 books, 349 dissertations and 94 NGO publications. They represent an important means of measuring the journal's pedagogical impact both sectorally and geographically.

Publication of the journal is supported by an Editorial Committee and International Editorial Board which contribute to the peer reviewing of articles, promoting the journal, and agreeing themes for future issues. The journal has been funded by Irish Aid since 2005, and the current contract for publication of *Policy and Practice* extends to 31 May 2025.

3. Assistant Editor

3.1 Summary of Responsibilities

The post-holder's responsibilities include: supporting the editing of journal articles to publication; maintaining the *Policy and Practice* web site by uploading new issues of the journal to the web site and updating other pages as necessary; promoting the journal to local and international audiences using social media and electronic newsletters and flyers; supporting the organization of seminars to debate the content of each new issue of the journal; updating the database of journal citations and compiling reports on use of the journal web site; and promote the journal at development education seminars and events. The post is part-time (17.5 hours per week) with a fixed-term contract until 31 May 2025. The post-holder will be based in the Centre for Global Education with the option of working from home.

3.2 Specific Duties

To organise the call for contributors for each new issue of Policy and Practice

- > To disseminate the call for contributors for each new issue of the journal to mailing lists of academics and development education practitioners, academic institutions, NGOs and development networks involved in teaching and researching development education.
- > To promote each new call for contributors using promotional e-mails, Centre for Global Education social media posts and web sites, and the newsletters of external partners in development studies, development education and international development.

To support the editing of journal articles to publication

- > To support the editing of articles by ensuring compliance with the house referencing and formatting styles.
- > To format articles in the layout, typeface and format needed for publication online.
- > To create Word and PDF files of each article and the entire issue of each new edition of the journal for uploading to the web site.
- > To create URLs for each article in their respective category (Focus, Perspectives, Viewpoint and Review).
- > To upload each new edition of the journal to the web site and publish it online with articles appearing in the same order as the contents page.
- > To add the previous issue of the journal to the archive.

To support the dissemination of Policy and Practice

- > To support the promotion of each new edition of the journal through the CGE social media accounts and newsletter, and externally through the newsletters and web sites of partner organisations.
- > To disseminate a promotional e-flyer on each new issue of the journal to mailing lists of academics, development educators and academic institutions that research and teach development education.

To contribute to the monitoring and evaluation of Policy and Practice

- > To update the database of citations generated by articles published in *Policy and Practice* and other journals using Google Scholar.
- > To upload the updated citations database to the Centre for Global Education and *Policy and Practice* web sites.
- > To compile bi-annual reports on traffic to the *Policy and Practice* web site using data supplied by AWStats.
- > To support internal and external evaluations of *Policy and Practice* as requested by Irish Aid.

To support the organization of seminars to debate the content of each new issue of Policy and Practice

- > To support the organization and promotion of two development education seminars per annum to debate the content of two new issues of *Policy and Practice*.
- > To assist the compilation and dissemination of seminar reports.

To contribute to reporting on Policy and Practice activities

- > To contribute to reports required by Irish Aid and the Centre for Global Education's Management Board.
- > To attend meetings of the *Policy and Practice* Editorial Committee.

To represent the Centre for Global Education at Seminars and Events

- > To participate in external events and seminars that support the promotion and dissemination of *Policy and Practice*.
- > To undertake training events that support capacity-building and professional development in development education.
- > To represent the Centre for Global Education at development education and international development networking events.

4. Timescale and Conditions

Salary	£26,760.00 per annum pro rata (plus employer's NIC and Pension contributions) - this post has been funded by Irish Aid until 31 May 2025 and will have a probationary period of six months.
Pension	The Centre for Global Education operates a Stakeholder Pension Scheme for employees which will facilitate contributions to a private pension plan from the employer and employee.
Hours	17.5 hours per week. Days and times to be agreed. The Centre for Global Education supports working from home.
Management	Reporting line will be to the CGE Director.
Annual Leave	25 days' holiday per annum plus statutory days (pro rata). The holiday period runs from the date of appointment.
Equal Opportunities	The Centre for Global Education aims to be an equal opportunities employer and welcomes applicants irrespective of their sex, sexual orientation, religion, marital status, ethnic origin or disability.
Duration of post	From the date of appointment to 31 May 2025.

This role description will be regularly reviewed as part of the CGE appraisal process and according to the needs of Irish Aid.

5. Applications

The Centre for Global Education invites applications for this post. An application pack, including the application form, is available on the Centre for Global Education's web site at www.centreforglobaleducation.com/jobs.

Your completed application and monitoring forms should be received by e-mail by **5.00pm on Friday, 27 January 2023**. E-mail your application to: stephen@centreforglobaleducation.com. Late applications will not be accepted. Interviews to be held in January 2023.

The Selection Panel reserves the right to enhance the shortlisting criteria in order to facilitate a manageable shortlist.

6. Essential Criteria

Factor	Essential	Desirable
Qualifications	Post-graduate qualification in Social Sciences.	Doctorate thesis in Development Education or International Development.
Experience / Knowledge	<p>Strong interest in, or experience of, development education / international development.</p> <p>Published article in a Social Sciences journal.</p> <p>Administrative experience in organising events and producing reports.</p> <p>The ability to maintain effective and secure information storage systems.</p> <p>Working on time bound projects and to deadlines.</p> <p>Experience of promoting publications and events using social media and electronic publications.</p>	Published an article in a peer reviewed development education or international development journal.
Skills	<p>Excellent IT skills including proficiency in Microsoft Office applications and Office 365.</p> <p>The ability to work independently and collaboratively with other members of the CGE team where necessary.</p>	Web content management and design skills.

7. Further reading

[Policy and Practice: A Development Education Review](#)

[Policy and Practice Database of Citations 2022](#)

[Policy and Practice Evaluation Report 2022](#)

[Centre for Global Education Annual Report 2021](#)

[Centre for Global Education Strategic Plan](#)

The Assistant Editor post is funded by **Irish Aid**.



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

This document has been published as part of a development education project funded by Irish Aid at the Department of Foreign Affairs. Irish Aid is the Government's overseas development programme which supports partners working in some of the world's poorest countries. Irish Aid also supports global citizenship and development education in Ireland to encourage learning and public engagement with global issues. The ideas, opinions and comments herein are entirely the responsibility of the Centre for Global Education and do not necessarily represent or reflect DFA policy

Centre for Global Education, January 2023.