

# 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 has 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](http://www.centreforglobaleducation.com)

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Web: [www.centreforglobaleducation.com](http://www.centreforglobaleducation.com)

Policy and Practice web site: [www.developmenteducationreview.com](http://www.developmenteducationreview.com)

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

X: @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 38 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 2023 demonstrated the importance and value of online, open access publishing. The journal website received 220,647 visits and 149,435 unique visits in 2023 with the top ten location of visits by pages viewed as follows: United States (124,204); Canada (28,938); Britain (24,786); India (19,611); Philippines (17,991); Russian Federation (15,523); Poland (14,680); Thailand (9,798); China (8,689); and Ireland (7,265). 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 4,827 citations - an increase of 1,153 on 2022 - of which 4,416 were in external journals and 411 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 671 journals, 385 books, 428 dissertations and 126 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 electronic newsletters and flyers; supporting the organisation of online 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-holder will also assist in the editing of internal Centre for Global Education reports and publications. The post is part-time (17.5 hours per week) with a fixed-term contract from 1 September 2024 until 31 May 2025 with prospects for extension. This is a hybrid position that involves working one day a week in the office of the Centre for Global Education in Belfast and one day a week 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 web sites and newsletter, 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 issue of the journal using the CGE 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 AW Stats.
- > 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 online 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 Board.

***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.

***To support the editing and publication of Centre for Global Education publications and participate in CGE events.***

- > To compile and disseminate the Centre for Global Education’s monthly newsletter, the E-bulletin, on Mailchimp.
- > To support the editing and proof-reading of Centre for Global Education research reports, blogs, teaching resources, books and publications.
- > To help identify funding sources for Centre for Global Education’s activities.
- > To participate in Centre for Global Education events.

**4. Timescale and Conditions**

<b>Salary</b>	£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.
<b>Pension</b>	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.
<b>Hours</b>	17.5 hours per week. This is a hybrid post that involves working in the office of the Centre for Global Education and working from home.
<b>Management</b>	Reporting line will be to the CGE Director.
<b>Annual Leave</b>	25 days’ holiday per annum plus statutory days (pro rata). The holiday period runs from the date of appointment.
<b>Equal Opportunities</b>	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.
<b>Duration of post</b>	From 1 September 2024 to 31 May 2025 with prospects for extension.

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](http://www.centreforglobaleducation.com/jobs).

Your completed application and monitoring forms should be received by e-mail by **5.00pm on Friday, 02 August 2024**. E-mail your application to: [stephen@centreforglobaleducation.com](mailto:stephen@centreforglobaleducation.com). Late applications will not be accepted. Interviews to be held in August 2024.

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

## 6. Essential Criteria

Factor	Essential	Desirable
<b>Qualifications</b>	Post-graduate qualification in a social science.	Doctorate thesis in Development Education or International Development.
<b>Experience / Knowledge</b>	<p>Strong interest in, or experience of, development education / international development.</p> <p>Published article in a social science 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 electronic publications.</p>	<p>Published an article in a peer reviewed development education or international development journal.</p>

<b>Skills</b>	<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>	<p>Web content management and design skills.</p>
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## 7. Further reading

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

[Policy and Practice Database of Citations 2023](#)

[Policy and Practice Evaluation Report 2022](#)

[Centre for Global Education Annual Report 2022](#)

[Centre for Global Education Strategic Plan](#)

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**Centre for Global Education, July 2024.**