
Job Description

Job Title:	Programme Coordinator, Technology-Enhanced Learning
Job Level:	Programme Coordinator
Line manager:	Senior Programme Specialist with responsibility for technology-enhanced learning
Location:	Flexible, but with regular travel to our office in Oxford
Duration:	One-year fixed term

Overall Purpose

The Programme Coordinator will play a key role in the programme team, to ensure the effective delivery of one or more INASP projects, working with INASP's partners to support higher education teachers, academic and non-academic researchers, policy makers and others.

Key Responsibilities

Technology- enhanced learning

- Work as part of INASP's technology-enhanced learning (TEL) team to provide advice and support to one or more INASP partnerships and projects
- Work as a learning designer, with content experts within the INASP team or externally, to develop online courses, modules or toolkits on a range of topics
- Work with the INASP team and with external consultants to develop learning content in a variety of formats
- Develop synchronous and asynchronous learning activities and sequences to support project activities and the achievement of project goals
- Advise on different tools that can be used to support the engagement of learners online
- Facilitate courses or other learning activities online, and ensure a high-quality learner and user experience
- Provide support to other members of INASP's technology-enhanced learning team as needed

Programme development

- Support the work of INASP to promote, develop and fundraise for new projects.
- Build INASP's profile by contributing to think-pieces, speaking at conferences and other means of external communication
- Contribute to proposals for new work and reports for funders as required
- Keep track of your funded time, ensuring that you proactively work towards achieving your funded time target

General

- Ensure you understand roles, responsibilities and lines of accountability within a matrix management model
- Work flexibly across the programme team where required
- Work closely with INASP staff and other partners to ensure learning is captured and shared internally and externally
- Ensure INASP's values (in it together; making change last; every voice counts; doing things right) are reflected in all work
- Respect INASP's commitment to promoting equality and diversity and addressing the needs of both men and women across all of our work
- Any other responsibilities as may reasonably be required from time to time

This post could involve travel overseas or in the UK up to 35 days per year.

NOTE: This job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.