
Job Description: Programme Coordinator

Job Title:	Programme Coordinator
Job Level:	Programme Coordinator
Line manager:	Programme Specialist
Location:	Flexible, but with periodic travel to Oxford
Salary:	£27,000-£35,000 dependent on experience

This Job Description is intended to identify the key responsibilities of a generic Programme Coordinator position. Any specific responsibilities for the PC's specialist area and roles the PC is allocated will be set out in separate Role Descriptions.

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. This could include support and coordination of partnership relationships, budget monitoring, logistics, data collection and analysis, administrative support, reporting, MEL and communications for a designated funded project.

Key Responsibilities

In close coordination with the relevant line or project manager/lead, the Programme Coordinator will:

- Support/coordinate partnerships and projects – this could include relationship management, budget monitoring, logistics, data collection and analysis, administration, report management, MEL and communications for one or more designated funded projects
- Support a specific area of work – this could involve coordinating or facilitating training or other forms of capacity development; organising meetings/events of INASP partners or consortia; supporting the development of toolkits and/or online courses
- Support the work of INASP to promote, develop and fundraise for new projects.
- Provide administrative support to specific projects and more broadly on behalf of the organisation where required
- 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 flexibility across the team where required
- Work closely with INASP staff and other partners to ensure learning is captured and shared internally and externally
- Represent INASP at external meetings and conferences
- Build INASP's profile, and your own individual profile, by contributing to think-pieces, speaking at conferences and other means of external communication
- Ensure INASP's values (in it together; making change last; every voice counts; doing things right) are reflected in your 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: The above 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.