

Person Specification: Programme Coordinator

Requirement	Essential	Desirable
Qualifications	Undergraduate degree	
Knowledge	<p>A demonstrable interest in international development, higher education, research and knowledge</p> <p>Basic knowledge of project and financial management</p> <p>Basic familiarity with monitoring, evaluation and learning (MEL) approaches and tools</p>	<p>Basic knowledge of online learning</p> <p>Understanding of gender- and equity-responsive programming and pedagogies</p> <p>Understanding of safeguarding principles</p>
Skills	<p>Ability to prioritize work across projects, and to manage work on projects with different timelines</p> <p>Strong communication skills, particularly when working with partners for whom English is a second language</p> <p>Ability to build and manage effective relationships with partners</p> <p>Ability to coordinate the work of external Associates, consultants and volunteers, especially where a team is jointly working to deliver a collective output</p> <p>Working collaboratively with INASP colleagues to collectively develop ideas, strategy and plans</p> <p>Comfortable using Microsoft Office, including good Excel skills for working with financial and other data</p>	<p>Good writing skills to communicate to a variety of audiences</p> <p>Online facilitation skills (including online courses, e-workshops, webinars)</p> <p>Familiarity with SharePoint and Dynamics 365 (CRM)</p>
Experience	<p>Experience of supporting project and financial management and administration</p> <p>Experience of data collection and basic analysis</p> <p>Experience of working with partners in the Global South</p> <p>Experience of using video-conferencing software (e.g. Zoom) to run online events and workshops</p>	<p>Experience in using Moodle and other digital tools (e.g. Padlet, Mentimeter) to support and facilitate learning</p> <p>An understanding of and some experience working in the international development sector.</p> <p>Experience of managing or coordinating the work of associates and consultants</p>

Attributes	<p>Creates and contributes to positive and supportive working relationships with all staff, Associates and partners</p> <p>Able to create, support and contribute to productive teams</p> <p>Comfortable with designing and delivering work through distributed teams of staff and Associates, and through networks of partners, advisors and volunteers</p> <p>Collaborative, but also able to take decisions and identify a clear way forward for the team when required</p> <p>Flexible and positive approach to change and a willingness to adapt to respond way to changing contexts and external demands</p> <p>Comfortable and able to work effectively in uncertain and complex situations</p> <p>Demonstrable commitment to learning</p> <p>Attention to detail and a commitment to the quality of outputs</p> <p>Demonstrable commitment to INASP's values: In it together; Making change last; Every voice counts; Doing things right.</p>	
Other	<p>Willingness to travel (up to 35 days per year) to Global South countries and within the UK.</p>	