

Person Specification: Programme Assistant

Requirement	Essential	Desirable
Qualifications		Undergraduate qualification
Knowledge	An interest in international development	<p>A demonstrable interest in the higher education and/or research and knowledge sector</p> <p>Basic knowledge of project and financial administration</p>
Skills	<p>Good organisational skills.</p> <p>Good interpersonal and communication skills, particularly when working with partners for whom English is a second language</p> <p>A methodical, thorough approach with attention to detail.</p> <p>Excellent computer skills, including good Excel skills for working with financial and other data</p>	<p>Familiarity with Microsoft Office Packages, SharePoint and Dynamics 365 (CRM)</p> <p>Familiarity with content management systems and user databases</p>
Experience	<p>Experience of working with people from different cultures and backgrounds.</p> <p>Experience of providing administrative support to a project or small team</p>	<p>An understanding of and some experience working in the international development and/or higher education and research sector.</p> <p>Experience of using video-conferencing software and other tools (e.g. Zoom, WhatsApp and Mentimeter) to support the running of online events and workshops</p> <p>Experience of undertaking or supporting online learning</p>
Attributes	Willingness to undertake routine tasks.	

	<p>A helpful, friendly, and supportive manner online and in person.</p> <p>Ability to work as part of a team, often without direct supervision.</p> <p>Attention to detail and a commitment to the quality of outputs.</p> <p>Flexible and positive approach to change and a willingness to adapt to respond to changing contexts and external demands</p> <p>Commitment to learning</p> <p>Commitment to INASP's values: In it together; Making change last; Every voice counts; Doing things right.</p>	
Other	<p>Willingness to travel occasionally (up to 15 days) to developing countries and within the UK.</p>	