

Job Description

Job Title:	Programme Assistant
Job Level:	Programme Assistant
Line manager:	GPEKE Project Manager
Location:	Remote with periodic travel to Oxford.
Duration:	Permanent
Salary:	£25,000-£28,000

Overall Purpose

The Programme Assistant will play a key role in the programme team, to ensure the efficient and effective delivery of INASP projects. This will include administrative support, such as keeping track of contracts with external consultants and project expenditure, supporting INASP's online learning programme, including AuthorAID Massive Open Online Courses (MOOCs), assisting with event logistics, and ensuring timely data collection to support funder reporting.

Key Responsibilities

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

- Provide administrative support to the GPEKE project manager, including keeping track of contracts with external consultants, ensuring timely invoicing, and tracking expenditure
- Provide logistical support to the organisation of events, workshops and meetings – mainly online
- Provide administrative support to the running of INASP's online learning programme, specifically AuthorAID Massive Open Online Courses (MOOCs)
- Support the team to maintain online platforms and systems, including keeping records up to date in INASP's CRM and helping to assemble data as part of project monitoring, evaluation and learning (MEL)
- Support the team to develop proposals for new work

Personal

- 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
- Represent INASP at external meetings and conferences
- Ensure INASP's values (in it together; making change last; every voice counts; doing things right) are reflected in all 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 15 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.