



Job Description

Job Title: Funded Programmes Coordinator - Operations (Maternity Cover)

Basis of appointment: Full-time (38.5 hours per week)

Duration of contract: Fixed Term - Maternity cover replacement (12 months)

Reports to: Head of Philanthropy

Location: This role can be based in either London (UK) or Berlin (Germany) - hybrid working

Salary: £36,300 per annum (London) or 46,000 EUR per annum (Berlin)

Job Purpose

The Funded Programmes Coordinator - Operations, plays a vital role in managing the funded programmes at UWC International. This entails supporting the high-quality implementation of the funded programmes, ensuring they benefit students and satisfy donors, UWC schools, and national committees.

Working closely with a team of programme coordinators, the Funded Programmes Coordinator - Operations oversees financial management, reporting, and monitoring of all funded programmes; supports student stewardship; coordinates university scholarships; and assists the philanthropy team with administration, including donation services.

Key Responsibilities

1) Overseeing Financial Management, Reporting, and Monitoring (60%):

- Manage the financial aspects of funded scholarship programmes, including budgeting, reporting, and monitoring spending.
- Prepare narrative and financial reports for donors, coordinating with UWC schools.
- Lead the process of collecting and analysing data on scholarship recipient students and refugee students across all UWC schools for donor reporting, brochures and publications.
- Collate invoices from UWC schools, create invoices for donors and process invoices for payment.
- Ensure accurate record-keeping and efficient use of the accounting system.
- Support the improvement of impact tracking for funded programmes.
- Support the philanthropy and finance teams with the annual audit by coordinating information gathering and documentation on funded programmes' financials.

2) Supporting Student Stewardship for All Funded Programmes (10%):

- Plan and organise annual onboarding and offboarding sessions for IO-managed scholars.
- Develop appropriate information materials for scholars and UWC schools to support timely and quality donor reporting.
- Implement a yearly offboarding survey with scholars, working closely with the Engagement Team.
- Support coordination between UWC schools and national committees during the selection process and pre-departure preparation.

3) Coordinating University Partnerships (10%):

- Coordinate partnerships with universities on behalf of UWC International, working closely with the Senior Adviser, UWC counsellors and EducationTeam.

4) Assisting the Philanthropy Team with Administration incl. Donation Services (20%):

- Manage donation management processes and support donor stewardship processes, including processing online donations through donation platforms and preparing donation acknowledgement letters for donors.
- Maintain data on Raisers' Edge database and philanthropy dashboard, preparing management updates.
- Coordinate introductions for new philanthropy staff members at UWC schools.
- Oversee subscriptions to databases and respond to inquiries via email.

Person Specification

Experience and skills

- Financial Management and Reporting: Prior experience in financial management, budgeting, reporting, and monitoring, preferably in a nonprofit organisation or educational institution.
- Data Analysis: Experience in collecting, analysing, and presenting data for reporting purposes.
- Donor Reporting: Demonstrated experience in preparing narrative and financial reports for donors, with strong attention to detail and accuracy.
- Accounting: experience with accounting software for financial management.
- Audit Support: Experience in supporting annual audits, including coordinating information gathering and documentation.
- Student Stewardship: Previous involvement in student activities, such as organising sessions for scholarship recipients, developing information materials, and conducting surveys for feedback.
- Partnership Coordination: Experience in coordinating partnerships, preferably with universities or educational institutions, and facilitating communication between various stakeholders.
- Administration: Strong administrative skills, including managing donation processes, maintaining databases, and responding to inquiries.

Competencies

- Confident in carrying out necessary analysis and investigation to make detailed and difficult decisions within agreed boundaries.
- Supports and encourages others to learn and develop their skills by sharing knowledge and ideas.
- Actively listens to the ideas and opinions of colleagues and stakeholders, able to adapt communication in response.
- Develops and maintains a high level of attention to detail throughout multiple workstreams.
- Takes ownership of quality standards across the workstreams, driving improvements where necessary.