

# Project Coordinator Role

## About the Organisation

Together We Learn is a small international development charity with a vision to break the cycle of poverty in Ethiopia by enabling disadvantaged children to access quality education.

We have been working closely with our Ethiopian partner organisation for over 25 years to achieve this. Our UK team is a small, close-knit team that supports the fundraising, international communications, and project delivery of the Ethiopian team.

Our approach is to work alongside state education infrastructure, addressing a range of needs related to access to and quality of education, as well as children's wellbeing.

Our work with schools includes school infrastructure projects - providing safe, local schools - and supporting teachers with training and resources to inspire children to flourish in the classroom. We also work closely with the children, their families and communities to understand and address the issues they face at home and how these impact their ability to attend and concentrate in school.

We are at the start of a new strategic phase with a focus on building the capacity of our Ethiopian partner organisation to shift the power and be more locally-led in our work.

We are particularly interested in hearing from candidates with a connection to Ethiopia, or from the African diaspora.

## Project Coordinator

**The Role:** The Project Coordinator supports our Ethiopian Projects team deliver, monitor, evaluate and report on our various project activities. The role involves regular communication with both our regional project teams and management, supporting the team to meet project deadlines, driving continual programme improvement through monitoring, evaluation and learning, and supporting the UK Chief Executive with project reporting and funding proposals.

**Reports to:** Chief Executive

**Hours:** 15 hours per week (part-time role 40%)

**Salary:** £8,620 per annum (21,550 pro rata)

**Location:** London office, preference for hybrid working, remote applications considered, employee must be living in the UK.

*(We are also seeking a part-time Sponsorship Coordinator (40%) and would consider applications to work in both roles. If you wish to apply for both, please state this in your cover letter)*

## **Responsibilities**

### Supporting project delivery (70%)

- Regularly liaising with our project teams in Ethiopia to support them to monitor project deliverables alongside project plans in a timely manner and ensure changes are communicated to relevant parties
- Support with monitoring, evaluation and learning processes by ensuring monitoring and evaluation deadlines are met, collating, analysing and formatting data for review, leading discussions on impact review and supporting discussions for continuous programme development. Including managing office volunteers to support our work in these areas.
- Support the Ethiopian team to track and understand markers of good quality, sustainable projects and to continuously improve upon these.
- Supporting the Ethiopia team to develop projects, applying learning from evaluations and developing new project concepts.
- Supporting the team to include and prioritise beneficiary perspective to lead project design, implementation and monitoring procedures
- Support the Ethiopian team to develop, include and adhere to all organisational policies and procedures, with special attention to safeguarding.

### Fundraising (20%)

- Reporting to donors and funders on project delivery, ensuring deadlines for reporting are met, collating data and Ethiopian team feedback, and writing up funder reports in a timely manner.
- Supporting the Chief Executive to research potential funders and prepare and evidence funding proposals.
- Drafting template funder proposals.
- Occasionally attending funder events
- Support the UK team to communicate with supporters via monitoring the fundraising inbox, liaising with international volunteers, tour guests or other queries.

### Other (10%)

- Support with building the capacity of the Ethiopian team through working practices and training in relevant areas.
- Communicate about our work with stakeholders via writing blogs, newsletter and Annual Report chapters.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and may be amended in the light of the changing needs of the organisation.

## Person Specification

The lists below specify qualities and experience that we feel would be essential or desirable for this role. However, we would like candidates to apply regardless, if you can provide an explanation for why another skill, experience, or characteristic makes up for not meeting that criteria.

### Essential

- Understand and share the organisation's vision and mission
- Ability to work remotely within an international team, working sensitively across cultures, respecting differences and collaborating for a shared goal
- Motivated, with a friendly, helpful attitude
- Excellent organisational and time management skills
- Good written and verbal communication skills
- Proactive approach to addressing problems and identifying solutions
- Good attention to detail, producing work of a high quality
- Proficient with Microsoft packages, including Word, Excel and Publisher

### Desirable

- Experience of working across cultures
- Experience in project oversight, NGO work, or in an education setting
- Understanding of global poverty issues, pedagogy, work to support children, or international development
- Experience of working or living in Ethiopia, or other developing countries, or a connection to habesha or other African culture
- Relevant degree

## How to Apply

To apply for the role please read the job description above and send your CV and a cover letter. The cover letter should include the reason for your interest in the role, how you meet the person specification, or what skills you could bring to the role, and how the part-time role fits with your situation.

Please send your application to [hello@twlethiopia.org](mailto:hello@twlethiopia.org) by midnight on the 30th June 2024.

Applications will be reviewed after July 30th and interviews will be scheduled for the week commencing 6th August.

*(We are also seeking a part-time Sponsorship (40%) and would consider applications to work in both roles. If you wish to apply for both, please only apply once and state this in your cover letter)*