

act:onaid Job Description and Person Specification

Job Title:	Senior Programme and Research Coordinator		Job Ref 65
Department:	International Education Team		
Reports to:	Julie Juma - Acting Head of Education	Band:	6A/£42,391p/a
Permanent/Contract	, Fixed term to 31st December 2011.		
Location:	London		
Criminal Record Check:	NA: <input type="checkbox"/>	Standard: <input type="checkbox"/>	Enhanced: <input type="checkbox"/>
Direct Reports:			
Job Role			
Role Overview:	<ul style="list-style-type: none"> To manage and provide managerial and technical support to project coordinators To enhance links and learning between cross-country projects To develop the IET's strategic objectives on its work on girls education and violence against girls jointly with the Women's Rights Team To lead and support strategic partnerships between ActionAid and Research Institutes To develop innovative funding proposals 		
Accountabilities			
Key Accountabilities / Responsibilities:	Key Activities	% time on task	
To manage four Project Coordinators and multiple interns:	<ul style="list-style-type: none"> Oversee work of project coordinators (TEGINT, SVAGS, Right to Education, Reflect ESOL) to ensure quality and effective implementation in line with donor requirements Provide day to day, systematic management support Provide technical support on projects especially on research, learning, M&E and to ensure high quality outputs Support donor relationships Build the capacity of project coordinators as needed including through professional development guidance Resolve conflict, areas of concern 		
To lead the process of defining positions / core messages on girl's education, women's rights, and violence against girls	<ul style="list-style-type: none"> To support linkages between the two projects TEGINT and SVAGS drawing learning <i>from</i> the projects to share more widely Develop concept notes on ActionAid's position on girl's education, women's rights. 		

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in school	<ul style="list-style-type: none"> Coordinate innovative research on education, Represent ActionAid in public forums including conferences. 	
To coordinate relationships between IET and universities	<ul style="list-style-type: none"> For example the contract with the Institute of Education, University of London) / academic departments / think tanks / other agencies who can strengthen our research and analysis on education issues. 	
To support in the development of cross-country funding proposals	<ul style="list-style-type: none"> With significant research elements and to seek earmarked research funding for cross-country research in line with AA's education strategy. 	
To contribute to the analysis of country and regional strategies, plans and budgets	<ul style="list-style-type: none"> To ensure coherence with the new global strategy and in conformity with strategic objective 3. 	
To support in other IET core work as assigned by the acting Head of Education	<ul style="list-style-type: none"> As advised 	

Typical People Management Responsibility

<i>Approximate number of people managed in total</i>	
<i>Matrix Manager – (projects/dotted line)</i>	
<i>Team Leader</i>	
<i>Grandfather- manager of Team Leaders/Managers</i>	

What is the global remit? Operates in:

<i>Own country</i>	
<i>2 or 3 countries at a minimum of 40% of time</i>	
<i>Geographic Region</i>	
<i>Multiple Geographic Regions</i>	
<i>Remit covers all ActionAid countries</i>	

Role Dimensions

<i>Financial (limits/mandates)</i>	<i>Non-financial (customers/staff)</i>

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Key Relationships to reach solutions	
<i>Internal (to ActionAid or team)</i>	<i>External (to ActionAid)</i>
Person Specification	
Knowledge and Experience	<ul style="list-style-type: none"> ▪ Expertise on primary education sector, girls' education, and women's rights in Africa ▪ Knowledge of human rights field and adult literacy; experience with <i>Reflect</i> methodology ▪ Proven track record of management experience with clear, transparent and supportive decision-making approaches ▪ Experience on project management (to advise project coordinators) and budget ▪ Excellent research, analytical and writing abilities in English and preferably a second language ▪ Excellent strategic, planning and organisation skills ▪ Experience in monitoring and evaluation ▪ Ability to form productive relationships and resolve conflicts with diverse stakeholders ▪ Outstanding leadership and mentoring abilities ▪ Ability to work in a fast paced environment requiring quick decisions ▪ Clear and effective communicator, both oral and written. ▪ Ability to work independently as well as in a team environment.
Education & Certifications	<ul style="list-style-type: none"> • Degree + Masters or post-graduate qualification
Job Specific Technical Requirements	
Organisational Structure	
Competency Profile	
Competency	What it looks like
Action	The desire to accept ownership and accountability, whilst getting things done well and meeting challenging goals
Planning	The ability to think ahead and decide on courses of action, ensuring that the resources required to implement the action will be available, and scheduling work required to achieve an end result

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Innovation	The ability to originate, introduce and be open to, new practices, concepts, ideas and change and to continuously improve
Communication	The ability to get our points across clearly, both orally and in writing, to ensure we get our key messages across in the right way
Collaboration	The ability to work co-operatively and flexibly with others, both within and outside the organisation, demonstrating an understanding of effective team working and partnerships
Leadership & Management	The capacity to inspire others to give of their best to achieve a desired result, whilst maintaining effective relationships with individuals and teams as a whole and allocating resources