



Programmes Coordinator

Job Pack

Thanks for your interest in working at THET. This job pack provides you with everything you need to know to apply for this role and what it means to work at THET.

If you would like to discuss the role further, please contact us by emailing a detailed enquiry to - jobs@thet.org.

Role profile

Hours	Full Time - 37.5 hours per week Part-time would also be considered @ 3 or 4 days a week
Location	Currently all staff are working remotely, and we are open to applications from across the UK. THET have a central London office for those who are able to commute.
Reports to	The Coordinator is line managed by the Head of Programmes and will work closely with the Programmes Quality Manager and Country Directors
Salary	£30,510-£35,683 Inclusive of London weighting (offer to be made dependent on experience and skill set).
Duration	Fixed-term contract until 31st March 2023, with possibility of extension if further funding becomes available.
Key contact	Senior Management Team and colleagues within the Policy and Learning Team, other departments and country teams, as well as external stakeholders.

About THET

Today, one billion people will never see a qualified health worker in their lives. Since 1988, THET has been working to change this. From reducing maternal deaths in Uganda to improving the quality of hospital care for injured children in Myanmar, we work to strengthen local health systems and build a healthier future for all. We do this by leveraging the expertise and energy of the UK health community, supporting Health Partnerships between NHS institutions, Royal Colleges and academic institutions in the UK and those overseas. In the past 15 years THET has reached over 200,000 health workers across 31 countries in Africa, the Middle East and Asia in partnership with over 130 UK institutions. You can learn more about our work on our website.

OUR CORE VALUES

Partnering through collaboration

Partnering through respect

Partnering with integrity

Partnering through learning

Partnering through impact

Job Purpose

The Programmes Coordinator is a member of the Programmes Team, playing a key role in the development and delivery of programmes to strengthen the health workforce and health system in low- and middle-income countries. The Coordinator reports to the Head of Programmes (HoP) and works with specific country teams across the countries in Africa and Asia where we are currently active.

If this appeals to you, then we'd love you to apply by sending your CV and a cover letter (no more than 2 pages) to jobs@thet.org by midnight on Thursday 25th August with 'Programmes Coordinator' in the subject line. Please state whether you can work full-time or part-time. The candidate must be able to start by the first couple of weeks of November 2022 at the latest, but earlier if possible.

Interviews will take place in the week commencing 29th August 2022. THET is an equal opportunities employer. The successful candidate must by the start of their employment have permission to work in the UK.

The Programmes Coordinator plays a critical role in ensuring the quality and sustainability of our work focusing on 4 main areas of activity:

- Project delivery
- Project development
- Project quality
- Capacity development (of grantees or country office teams)

The proportion spent on each, and the specific projects worked on varies within the team. The programmes team is responsible for delivering centrally managed multi-country programmes, including grants programmes, as well as supporting in-country teams with the delivery of their programmes. One Coordinator may focus exclusively on a grants programme, others on country programmes, whereas others may spend time on a mixture of grants and country programmes. An indication of some of the areas of activity that a Coordinator might be involved in are listed below. The Coordinator role involves some degree of matrix working.



Main responsibilities

MAIN RESPONSIBILITIES

1. New programme development

- Contribute to the design of new projects: co-ordinating the proposal team; overseeing a needs analysis; liaising with stakeholders; contributing to a Theory of Change; developing content; and developing the budget.
- Develop THET capacity statements to support with new business opportunities
- Develop and nurture relationships with potential and existing donors, partner organisations and consultants as appropriate.

2. Programme delivery and management

- Lead the project management on select projects throughout their life cycle. This could involve projects THET delivers directly, or our grants programmes. This might include:
 - Coordinating staff and external partners to ensure the timely completion of deliverables
 - Convening regular internal and external project meetings
 - Coordinating inputs and managing logistics of volunteers and consultants
 - Ensuring compliance with agreements, regulations and requirements (donor and country)
 - Identifying, tracking and managing risks for projects
 - Ensuring effective communication with partners, donors and other stakeholders
- Provide support to the delivery of other projects. This might include:
 - Supporting our Country Teams to deliver THET projects directly.
 - Managing a portfolio of grants, ensuring effective implementation of transparent grants management processes, including:
 - Disseminate grant call documentation and stimulate supply
 - Assess grant holder applications as part of a grants selection panel
 - Oversee contract and relationship with awarded grant holders
 - Ensure that all projects have effective M&E plans in place and conduct monitoring visits to overseas institutions
 - Review grant holder reports and provide feedback on the level of achievement, clarifications and recommendations for improvement

3. Programme Monitoring and Evaluation

- Support the collection and analysis of project data, in collaboration with the M&E team.
- Coordinate visits to project implementation sites for monitoring and audit purposes.
- Contribute to quarterly and annual reviews of programmes as required
- Write or contribute to project reports, and coordination of donor reporting as appropriate.
- Support Country Directors to report on the progress of the country offices in implementing their annual workplan and strategies.
- Facilitate learning and sharing of good practice across programmes and the wider organisation.

4. Finance and procurement

- Liaise with the finance team to ensure that effective financial management and reporting systems are in place for the projects the Coordinator oversees.
- Oversee project budgets, including monitoring spend against budget, undertaking re-forecasting, and authorising spend.
- For grants programmes, manage grant payments schedule and make recommendations relating to funding adjustments for grant holders, including decisions to withhold or delay payments as a result of performance issues within projects.
- Support equipment procurement for country programmes where required.

5. Implementation of quality programme approaches

- Contribute to the development of organisational quality programme approaches, involving the development of quality standards, policies, tools, guidance, and capacity development.

Main responsibilities

- Support the implementation and periodic review of the quality programme policies.
- Contribute to the delivery of support and capacity development interventions for grant holders and/or country teams.
- Coordinate the development of new or updated resources and toolkits to guide good practice.

6. General

- Contribute to the development of strategic plans, policies and position papers.
- Support the Country Directors in updating standardised governance documents such as security, risk and business continuity plans, ensuring compliance with and updating of relevant policies.
- Representing THET as required at external meetings and forums.

Person specification

Person specification	Essential	Desirable
Qualifications	A Bachelor's Degree in a relevant discipline.	A Master's degree in a relevant discipline.
Experience	<p>Project coordination, administration and the project management cycle in international development</p> <p>Proposal development and donor tracking</p> <p>Donor liaison</p> <p>Budget preparation, tracking or monitoring</p> <p>Report writing for institutional donors</p> <p>Developing and cultivating relationships with donors, partners and other stakeholders</p> <p>Experience of team working – able to work collaboratively with colleagues.</p>	<p>Experience of living or working in LMICs.</p> <p>Experience of working on EU contracts</p> <p>NHS-facing experience</p> <p>Experience of monitoring and evaluation and/or research.</p> <p>Experience of volunteer management including logistics.</p> <p>Experience of working on grant making funds</p> <p>Working closely with country teams to deliver strategic</p>
Knowledge	<p>Understanding of international development and global health issues.</p> <p>Knowledge of full project management cycle.</p> <p>Awareness of Monitoring and Evaluation principles.</p>	<p>Knowledge of sub-Saharan Africa and/or Southeast Asia</p> <p>Knowledge of donor trends and interests</p> <p>Understanding of the grant management cycle</p>
Skills	<p>Excellent interpersonal skills and confidence in dealing with UK and overseas partners as well as senior staff from diverse organisations.</p> <p>Excellent command of written and spoken English.</p> <p>Well-developed IT skills and competence in Microsoft Word, Excel, Outlook and PowerPoint.</p> <p>Excellent time management skills and ability to manage competing deadlines.</p> <p>Team player able to work</p>	<p>Ability to analyse, synthesise and communicate complex issues in a clear manner.</p> <p>Ability to undertake desk-based research related to global health themes.</p> <p>Confident in the capacity development of others</p>

Person specification

Values	Strong commitment to THET's cause and values. Highly motivated self-starter. Flexible and adaptable. Intercultural sensitivity and awareness.	
Other	The candidate must be willing to travel overseas up to 6 weeks per year. The candidate must be willing to work in insecure areas and travel to rural	

How to apply

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