We're hiring!

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.

STRATEGIC PROJECTS COORDINATOR
About the Tropical Health and Education Trust (THET)

THET is a global health charity working in partnership with governments, health institutions, and international bodies to train health workers and strengthen health systems across 31 countries.

We do this through grants management and capacity building, alongside research, convening and advocacy towards the goal of Universal Health Coverage. At the centre of our approach, is the model of Health Partnerships, long-term relationships between UK and LMIC health institutions, which improve health services through the reciprocal exchange of skills, knowledge, and experience.

At the heart of our work is vision of a world where everyone has access to healthcare.

Find out more at thet.org.
OUR VALUES

1. Partnering through collaboration
2. Partnering with respect
3. Partnering with integrity
4. Partnering through learning
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<tr>
<th><strong>Hours</strong></th>
<th>37.5 hours per week</th>
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<td><strong>Reports to</strong></td>
<td>Strategic Projects Manager</td>
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<tr>
<td><strong>Location</strong></td>
<td>Remote. This role can be based in any of THET’s offices (Ethiopia, Myanmar, Somaliland, Uganda, UK or Zambia)</td>
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<tr>
<td><strong>Salary</strong></td>
<td>£36,516 (UK-level) or equivalent country-level salary</td>
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<td><strong>Length of Contract</strong></td>
<td>Permanent</td>
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<td><strong>Key Contact</strong></td>
<td>Strategic Projects Manager, Senior Management Team, Programmes Team; External Engagement Team.</td>
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You will work alongside the Strategic Projects Manager to provide flexible and high-quality project management and administrative support to the Senior Management Team, working across THET’s programmatic, operations, policy, and advocacy work. THET is experiencing an exciting time of growth, and you, alongside the Strategic Projects Manager, will play a critical role in supporting this growth to be managed well, and in ways that allow colleagues to maintain a focus on existing projects and programmes.

The Strategic Projects unit focuses on new and emerging areas of work which require close collaboration with staff across the organisation, and to use creative thinking, sound project management and administrative skills. Recently completed work ranges from providing interim programme and events management support to THET’s Experts In Our Midst programme, to project management and coordination support to the UK-Africa Health Summit. Work is now starting on initiatives to tackle the organisational change we see at THET, such as strengthening recruitment and induction processes, and improving our Equality, Diversity and Inclusion approach.

To be successful in this role, you will be a fast learner, get things done and excel in working across teams as well as managing a varied portfolio of work. You will be a strategic thinker with an ability to manage complex problems in situations with significant uncertainty.

Here are the top four things we think you can be excited about:

- Being at the heart of the global health partnership community, supporting UK NHS and other health workers to volunteer internationally.
- A varied portfolio of work, working with different teams and across several areas of the organisation.
- The chance to work across many aspects of a growing global health charity, including: organisation management and growth, project management, project development and initiation, and events management.
- Joining a friendly Programmes Team with a hybrid working pattern and plenty of learning and development opportunities.
1. To provide high-quality project management support for new and emerging areas of work, responding flexibility to opportunities and needs as agreed with the Senior Management Team and Strategic Projects Manager.

2. To broker cross-organisational collaboration with the wider staff team to deliver on these projects and manage the effective handover of responsibility to those teams at appropriate moments.

3. To flex across projects and programmes during pinch points to provide extra capacity to team members where necessary.

4. To provide sound administrative support to the Senior Management Team and Strategic Projects Manager, undertaking research, planning and on occasion, logistical support as needed.

5. To liaise with a range of senior external stakeholders in the UK and overseas in the delivery of strategic projects.

6. To provide coordination support to key events in THET’s events cycle, when additional capacity is required.

Possible initiatives coming up over the next six months include:

- Developing and delivering defined Organisational growth initiatives;
- Supporting THET’s Mid-Term Strategy review;
- Developing organisational or project Standard Operating Procedures;
- Supporting SMT on the delivery of organisation-wide moments (such as the Staff Away Day, Country Director Annual Meetings);
- Supporting the planning and delivery of the THET conference and UK-Africa Health Summit;
## PERSON SPECIFICATION

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<th>Person specification</th>
<th>Essential</th>
<th>Desirable</th>
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<td><strong>Qualifications</strong></td>
<td>• Bachelor's Degree (2:1 or above) in a relevant discipline.</td>
<td>• Master's Degree level in a relevant discipline, such as International Development or Global Health.</td>
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| **Experience**        | • Project coordination, administration, and the project management cycle.  
                        • Experience working across organisations and teams, managing a varied workload and competing priorities.  
                        • Developing organisational or project policies and tools.  
                        • Developing and cultivating relationships with external stakeholders.  
                        • Preparing and delivering written and verbal communications to a range of audiences.  
                        • Budget preparation, tracking or monitoring. | • Events management  
                        • Experience of supporting strategy planning approaches at either a team or organisational level.  
                        • Experience of organisational development.  
                        • Experience of working for an international charity  
                        • Monitoring and evaluation and/or research. |
| **Knowledge**         | • Good understanding of the project management cycle.  
                        • Be a strategic thinker with an ability to able manage complex problems in situations with significant uncertainty.  
                        • Understanding of, and interest, in global health issues. | • Knowledge of health systems in lower- and middle-income countries.  
                        • Knowledge of the UK health sector.  
                        • Knowledge of donor trends and interests.  
                        • Knowledge of issues relating to health workforce capacity development in low- and middle-income countries. |
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| **Skills**           | • Excellent command of written and spoken English.  
                      • Excellent communication skills, both written and oral.  
                      • Good interpersonal skills.  
                      • Proven ability to self-organise.  
                      • Excellent time management and ability to manage competing deadlines.  
                      • Team player able to work independently when required and to manage a diverse and heavy workload.  
                      • Attention to detail. | • Ability to analyse, synthesise and communicate complex issues in a clear manner.  
                      • Developing the capacity development of others.  
                      • Excellent interpersonal skills and confidence in dealing with UK and international partners as well as senior staff from diverse organisations. |
| **Values**           | • Strong commitment to THET’s cause and values.  
                      • Highly motivated self-starter.  
                      • Flexible and adaptable.  
                      • Intercultural sensitivity and awareness. | |
| **Other**            | • Ability to travel internationally  
                      • A commitment to matrix working. | |
STRATEGIC PROJECTS COORDINATOR

What we offer (In the UK; other countries may differ)

- Flexible working hours
- Hybrid working arrangements
- Enhanced Maternity and Paternity leave benefits
- Confidential Employee Assistance Programme
- 25 days annual leave plus three days off between Christmas and New Year
- Annual learning & development allowance
- Volunteering and study leave
- 5% employer pension contribution when an employee contributes 3%.
- Cycle to work scheme
- A friendly, supportive work environment.

How to apply

Candidates can apply by submitting a two-page cover letter stating why they are interested in this position, what they would bring to the role and how they fit the person's specification.

This letter should be submitted with a CV to jobs@thet.org by midnight Sunday, 7th July, with ‘Strategic Projects Coordinator’ in the subject line. Applicants must be available for interview and assessment w/c 15th July 2024.

THET is an equal-opportunity employer, and any form of canvassing will lead to automatic disqualification.