

Programmes Assistant



Windle Trust
International

Introduction

Windle Trust International (WTI) has played a pivotal role in the development of education for refugee and conflict affected people in East Africa for more than 40 years. We currently provide much needed educational support in Sudan and South Sudan, as well as supporting refugee and other conflict-affected people resident in Kenya and Uganda to access Postgraduate education in the UK. Our focus is on providing not just access to education for conflict affected and marginalised groups, but also ensuring that it is a quality education. Working with local partners and governments, we specialise in teacher training, English Language Teaching, alternative education provision, and scholarship provision. We are currently recruiting a UK-based Programmes Assistant to primarily support our flagship Postgraduate Programme. The Postgraduate Programme has operated in various forms since the late 1970s, and currently provides Masters scholarships for students from East Africa to study in the UK and in Uganda.

The Programmes Assistant will be responsible for supporting students throughout their journeys with us, from potential applicant, through their time on scholarship, to becoming successful alumni. Postgraduate Programme alumni go on to make demonstrable impacts in their communities - from high-flying careerists who have made names for themselves in business and governments, to community role models who use their experience to encourage others into education and provide much needed support at a community level in East Africa.

At Windle Trust International, we are committed to fostering an inclusive environment that embraces diversity and empowers everyone to achieve their full potential. We believe that our strength lies in our diversity and are dedicated to creating a welcoming and supportive workplace for all backgrounds, experiences, and perspectives. We encourage applications from individuals of all ethnicities, genders, ages, religions, disabilities, and sexual orientations, as well as those returning to work. We are proud to build diverse teams across the UK and East Africa that reflect the communities we serve.

We offer a range of benefits to support our employees both professionally and personally:

- **Pension Provision:** A minimum of 5% employer contribution to your pension, which increases with years of service.
- **Flexible Working Arrangements:** Recognising the importance of work-life balance and accommodating different needs, we welcome discussions regarding remote work and flexible hours.
- **Professional Development:** Commitment to ongoing training and development opportunities to help our employees thrive in their careers.
- **Leave Entitlements:** 26 days of annual leave (pro-rata), in addition to public holidays.

We invite you to join us in making a difference through education, as we continue to build a team that reflects the diverse communities we serve.

Job Description

Title: Programmes Assistant

Reporting To: Director of International Development and Engagement

Contract: Part-time, 21 hours per week (0.6 FTE)

Location: Hybrid-remote in Oxford, with regular travel UK-wide to support students

Salary: £25,000 per annum, pro rata

Role Purpose:

To provide comprehensive support to Windle Trust International's educational programmes, particularly the Postgraduate Programme, focusing on student welfare, recruitment, and administrative assistance. This role offers the opportunity to support broader initiatives within our work in East Africa, ensuring the effective operation and development of programmes that support education in emergencies, scholarships, vocational training, and more.

Note on location:

The role has the flexibility to primarily work remotely with the expectation of attending in-person events or meetings approximately once per month at our office in Oxford. This includes quarterly board meetings and twice-annual student conferences, as well as staff collaborative meetings and activities. The role also requires regular UK-wide travel to visit and support postgraduate students around the UK, with occasional overnight stays when same-day travel is unfeasible.

Dedicated office space is available in Oxford for candidates who prefer.

Key Responsibilities:

Student Welfare (30%):

- Coordinate orientation and support for the arrivals of new students in the UK.
- Conduct visits and generate reports on student progress, ensuring regular pastoral and academic welfare checks.
- Manage the administration of scholarship agreements, educational loans, and other financial aspects of student support.
- Organise and attend summer and winter values-based leadership conferences for students.

Application Support (30%):

- Assist students with applications for scholarships (e.g., Commonwealth Scholarships Commission, Chevening), university courses, and visas.
- Provide detailed feedback on multiple drafts of student work.
- Host online guidance workshops and update/improve current guidance materials.

Student Recruitment (10%):

- Manage communications with applicants and prospective applicants
- Administer the logistical aspects of the recruitment process for prospective students including:
 - Supporting eligibility and shortlisting activities
 - Hosting and participating in online interviews

Administration (10%):

- Manage databases related to programme participants and alumni.
- Coordinate logistics with scholars and donors, including email management for postgraduate and alumni enquiries.
- Support alumni relations and engagement initiatives.

Communications and Media (10%):

- Update website content and manage social media platforms to ensure current and prospective students and donors receive up-to-date information.
- Develop and maintain mailing lists for effective communication.

Monitoring, Evaluation, Accountability, and Learning (MEAL) (10%):

- Provide support and assistance in MEAL activities across WTI's programmes.
- Assist with MEAL data administration, contributing to the continuous improvement of programmes.
- Assist with proposal writing and programme development efforts.
- Contribute to the preparation of reports for the annual report and board meetings.

Person Specification for Programmes Assistant

Essential Criteria:

Educational Qualifications:

- Holds a degree in any field.
- Demonstrates capacity for structured and analytical thinking.

Interpersonal and Communication Skills:

- Possesses strong written and verbal communication skills.
- Able to provide clear, constructive feedback on written work.
- Effective at communicating with diverse stakeholders including students, university administrators, donors, and charity trustees.

Advisory Skills:

- Experienced in advising or mentoring individuals.

Administrative and Organisational Skills:

- Demonstrates proven ability to efficiently manage multiple tasks.
- Exhibits strong organisational skills and meets deadlines consistently.
- Shows initiative and the ability to work proactively in anticipation of need.

Cross-Cultural Experience:

- Brings experience from working or volunteering in cross-cultural environments.
- Skilled at navigating and respecting diverse cultural dynamics.
- Supports students' emotional and academic challenges with cultural sensitivity.

Attention to Detail:

- Maintains exceptional attention to detail in managing complex documentation.
- Ensures accurate tracking of student progress and compliance with documentation standards.

Technical Skills:

- Proficient with office software, including word processors, spreadsheets, and presentation tools.

Supportive Nature and Team Collaboration:

- Demonstrates a strong commitment to supporting and encouraging others.
- Works effectively as part of a team to foster educational and personal development.

Alignment with Organisational Mission and Values:

- Committed to the mission and values of Windle Trust International.
- Supports the organisation's focus on education in challenging environments.

Desirable Criteria:**Experience in Educational Settings:**

- Has experience working in educational settings, which may include roles in administration, advising, or teaching.

Advisory Skills:

- Skilled in guiding students through application processes for scholarships, university courses, and visas.

Advanced Technical Skills:

- Familiar with database management and content management systems.
- Uses technical skills to maintain accurate records and enhance communication.

Analytical and Strategic Thinking:

- Able to contribute to strategic discussions within the organisation.
- Participates in programme evaluations and the development of educational materials.

How to apply

Please email your application to work@windle.org.uk, which can also be emailed for further information or an informal discussion on the role.

The closing date for applications is **midnight on Sunday 26th May 2024**. Only applications considered by this date will be considered.

Your application should include:

- A covering email outlining your motivation for applying and demonstrating how you meet the person specification.
- A full CV of no more than 3 pages, including educational and professional qualifications, a full employment history showing the more significant positions, responsibilities held and achievements.
- The names and contact details of two referees. Note: Reference Checks will not be sought until the final stage of the process and referees will not be contacted without the direct consent of the candidate beforehand.
- Your personal mobile telephone numbers.

Shortlisted candidates will be interviewed online in the week of 3rd June 2024.

As the nature of the role involves working closely with potentially vulnerable individuals, successful candidates will be required to undertake a DBS check prior to confirmation in the role.