
Research and Programme Coordinator (Maternity Cover) - Job Description



Summary

We are seeking a Research and Programme Coordinator (maternity cover) for INTRAC. This full-time post will be for 10 months from December 2020 to September 2021.

The Research and Programme Coordinator has a dual function in supporting INTRAC's mission to deliver on large civil society support programmes and to ensure rigour in the production and use of evidence in policy and practice.

A core part of your role is to support the efficient delivery of one large programme (The Development Alternative), and to provide research and monitoring support to other consultancy projects with clients and partners. In addition, you will support the Director of Research, Learning and Communications in developing and delivering on strategic projects, research and learning activities to advance INTRAC's mission.

This requires a versatile and dynamic individual, wanting to use their skills to strengthen civil society around the world. You will have experience in using a range of research skills (quantitative and qualitative) and experience in project administration and coordination. You will be able to manage the multiple tasks required of this role effectively and efficiently.

Note: this role does not require travel outside the UK or field-based research. However it does involve remote data collection, collation of data from field-based consultants, data management and analysis, and use of data for reporting, publications and learning.

Location

INTRAC Office, central Oxford, UK (with the possibility of remote/home-working in line with INTRAC policy and government guidelines related to COVID-19 at the time)

Reporting to

Director of Research, Learning and Communications, working closely with Principal Consultants and other INTRAC staff.

Salary

£24,500

Contract – hours/days per week

Temporary contract, full time (37.5 hours a week)

Start date

1st December 2020

About us

INTRAC is an independent not-for-profit organisation, dedicated to strengthening the effectiveness of civil society across the world to challenge poverty and inequality, empowering people to gain greater control over their own futures.

In the regions and countries where we work, we seek to strengthen access to sustainable, high quality, transformative capacity development support for civil society, and to influence policy makers, government regulators and funders to improve civil society-related policy, strategy and practice. Our work is funded through a combination of consultancy contracts, training fees, programme and research grant funding.

Through our consultancies and research work we monitor and analyse trends and policies affecting civil society and contribute to joint learning and the development of good practice in the sector. Our partners and clients include all types of civil society organisations (CSOs), from grassroots and activist organisations to large international level NGOs, as well as bilateral and multilateral donors, foundations, policy makers and regulators who support and set the parameters for civil society. Our principal and senior consultants deliver on diverse consultancies that may range from short-term process facilitation, to programme reviews and evaluations, design of capacity building strategies, research consultancies, and long term organisational change. Through our convening work and publications we participate in and influence current practice and debate in the civil society and international development sectors.

Our work is delivered by a small group of staff and a global pool of INTRAC associates and independent consultants, with in-depth thematic, regional and methodological expertise.

Key responsibilities

1. Programme coordination on civil society support programmes (The Development Alternative):
 - Reviewing and revising work plans, keep the management system (Salesforce) up to date accordingly
 - Financial monitoring and reporting
 - Coordination of national and external consultants, including reviewing and editing reports
 - Programme communications, including news items, web content and social media
2. Support to monitoring, evaluation and learning of programmes (The Development Alternative):
 - Collation of M&E data from programme partners
 - Analysis of M&E data and quarterly reporting
 - Research and analytical support to evaluations
 - Administrative support to training, webinars, learning events and meetings
3. Research assistance on commissioned and grant-funded work (short and long-term assignments):
 - Desk-based research support using quantitative and qualitative methods, as well as virtual approaches, including: literature reviews, interviews, survey design and management, outcome mapping, data analysis, data management
 - Writing and editing reports for clients, including reviewing and editing reports written by external consultants

- Administrative support to M&E assignments
 - Writing and editing publications for public dissemination to INTRAC's different audiences
 - Writing proposals for contracts or grants
4. Communications and outreach:
- Monitoring trends in the civil society sector, and undertaking small-scale thematic research on areas of interest to INTRAC
 - Writing and editing content for newsletters, annual Trustee reports, blogs, and the website
 - Supporting the organisation of learning and outreach activities, including webinars, workshops and internal learning events
5. Other duties:
- Research administration, including writing updates for INTRAC's Board, providing input to INTRAC's operational plan, away days and strategic development
 - Other reasonable tasks requested by your line manager or Chief Executive

Qualifications, competencies and experience – essential (E) and desirable (D)

Experience

- Minimum of two years' professional experience in a similar role, preferably in the international not-for-profit or civil society sector (E)
- Experience of project administration, including budgets, workplans and reporting (E)
- Experience in quantitative and qualitative monitoring and evaluation tools and methods (E), knowledge of outcome mapping (D)
- Experience in organising and analysing data (E)
- Knowledge of international development and civil society issues (E)
- Experience in online facilitation and use of virtual platforms and tools, including Zoom and Google Drive (D)
- Experience in using customer relationship software, ideally Salesforce (D)
- Experience in designing and managing website and social media content (D)

Qualifications

- Educated to degree level in a relevant subject (E)

Skills and attitudes

- Strong analytical, writing and editing skills, including the ability to write clearly and concisely in English (E)
- Language skills, particularly French or Arabic (D)
- Excellent organisational skills and the ability to work to deadlines in complex work processes involving multiple parallel demands (E)
- Ability to communicate effectively (using remote methods) with a diverse group of people from different organisations and countries (E)
- Commitment to INTRAC's core values and purpose (E)

Terms and conditions

This position is a temporary maternity cover post (10 months), full-time. Subject to COVID-19 guidelines, the person will be located in INTRAC's office in Oxford, UK. Some home-working can be anticipated.

Salary will be dependent on qualifications and experience. INTRAC offers a competitive benefits package, including the opportunity to join INTRAC's pension scheme.

These are as stated in INTRAC's standard terms and conditions (downloadable from our website). The minimum general working hours are 37.5 hours a week

INTRAC strives to be an equal opportunities employer and welcomes applications from all backgrounds who have the right to live and work in the UK. Applications from professionals in the global south are actively encouraged but **you must be eligible to live and work in the UK.**

How to apply

Application deadline: 8th October 2020, midnight UK time

To apply, please download the application documents available on our website: www.intrac.org. Please send your completed INTRAC job application form, equal opportunities monitoring form, and a cover letter of maximum 500 words, in which you demonstrate your suitability for the role and why INTRAC should employ you, to info@intrac.org.

Interviews will take place remotely in the week of 19th October.

Please note: only complete applications that arrive on time will be considered. Due to limited resources, INTRAC will only be able to contact candidates that have been selected for interview.