



Dear Applicant,

Re: UK Programme Officer Post

Thank you for your interest in the above position and working for Windle Trust International (WTI).

We are looking for an experienced Programmes Officer to manage the WTI UK postgraduate scholarship programme.

Included in this application pack are the job description and person specification and background information to the role and organisation.

When applying for the post you must submit the following documents, to be considered:

- 1. Your up-to-date Curriculum Vitae (CV)**
- 2. A covering letter** that explains
 - Why you want to be considered for the job
 - How your experience, skills and personal qualities meet the criteria outlined in the person specification and equip you for the role

How to apply: Please email your application to work@windle.org.uk

Please specify that you are applying for the UK Programme Officer post in your application and where you saw the role advertised.

The deadline to submit applications is midnight on Monday 16 September 2019.

Only complete applications received by this date will be considered.

We regret we are not able to contact unsuccessful candidates.

Interviews will take place at the Windle Trust International offices in Cowley, Oxford. We aim to interview short-listed candidates on Tuesday 24 September 2019. This includes a written exercise based around the requirements of the job for which no advance preparation is required, followed by an interview.

We look forward to receiving your application.

Yours sincerely,

Samantha Davies
Director (Sudan & UK)

Job Description - UK Programme Officer

REPORTING TO: Executive Director

BASED: Windle Trust International (WTI) Oxford Office, UK

ROLE

To manage all aspects of Windle Trust International's UK postgraduate scholarship programme. This includes selection and placement, logistical arrangements and support for students, organising events and communication materials, managing budgets, monitoring and evaluation. The role requires effective collaboration with staff in the UK and Africa to deliver and develop the programme in the context of WTI's overall strategic plan.

KEY RESPONSIBILITIES

Student selection and placement

To be responsible for leading the selection and placement process working closely with the scholarships teams in Africa. This includes:

- Lead the process of advertising and promoting scholarships to ensure wide reach to eligible applicants and particularly marginalised, disadvantaged and female candidates.
- Oversight of the selection process, timetable and online application management system, including coordination of selection committees and supporting staff involved in selection.
- To convene and participate in selection committee meetings, including preparing agendas, papers, minute decisions and follow up on outcomes.
- Deal with scholarship enquiries.
- Maintain the list of candidates selected for placement in scholarships.
- Work on an individual basis with candidates to provide advice and support on applications to universities and funding bodies. Actively match candidates to suitable, available scholarships and strive for a programme that is balanced in terms of gender and background.
- Liaise with universities, scholarship schemes or other sponsors concerning sponsorship and arrival arrangements.
- Ensure timely management of the logistical arrangements to obtain visas and travel to the UK and arrange orientation on arrival of new students.
- At each stage ensure candidates are fully informed about the outcome of selection decisions, their placement and scholarship arrangements and that supported students are aware of the entitlements and responsibilities of their sponsorship agreement.

Support of Sponsored Students

- Maintain regular contact with sponsored students and monitor their progress by providing appropriate pastoral support in a timely manner including visiting students at their university, contact with tutors and scholarship counterparts and obtaining academic results and final degree certificates.
- Organise the annual student conference, workshop and related training and activities.
- Produce newsletters.
- Liaise with the programme Student Association.
- Manage travel arrangements for students returning to Africa.

Programme Planning, Budgeting and Financial Management

- Prepare an annual plan for the programme in the context of the organisation's overall strategy and prepare and manage the programme budget.
- Manage student payments, including stipends and individual financial arrangements.

- Ensure payments are made as required and prepare relevant documents for the annual audit process.

Programme Monitoring, Evaluation and Development

- Be responsible for monitoring and evaluating the programme to improve programme quality, including internal procedures such as selection, identify key issues for review and follow up on students after study to improve reporting outcomes and support fundraising.
- Ensure the database and records are up to date and archive files as appropriate.
- Prepare and present regular reports to WTI's Board of Trustees.
- Develop the programme to reflect WTI's strategic objectives in response to changes in the operating context.

Liaison with Partners and Fundraising

- Maintain and build relationships with partner universities, scholarship schemes and funders and ensure appropriate scholarship agreements are in place with institutions.
- Work with relevant staff involved with fundraising to identify funding requirements, coordinate programme funding arrangements and develop new partnerships.
- Prepare donor proposals and reports.
- Prepare programme specific fundraising materials, write news articles for the website and contribute to publicity materials used to support the work of the organisation's overall fundraising and marketing.
- Have a key role, together with other relevant staff, in developing the alumni association for former students.
- Strategic development of programme funding partnerships in response to national and international policy, and changes in the higher education sector.

Other

- Occasional travel in the UK required, with the possibility of short visits to overseas offices
- Contribute to the development of WTI strategy, plans, policies and procedures as part of the staff team and take part in other organisation-wide initiatives or events
- Support or provide cover for other members of staff as necessary, and help with other areas of work as and when required

This job description may change from time to time, with the needs of the organisation and the role.

PERSON SPECIFICATION AND QUALIFICATIONS

Essential:

- Graduate, preferably with a 2:1 degree or above
- Excellent interpersonal and communication skills
- Strong administrative and organisational skills and attention to detail
- Highly competent computer knowledge and skills
- Experience working in a cross-cultural situation or environment
- Commitment to and experience in supporting and encouraging others
- Relevant experience of working in the education sector, especially Higher Education
- Enthusiasm, initiative and ability to work independently and fit in to a small, hard-working team as well as remotely with overseas colleagues
- Empathy with the aims and objectives of the organisation

Highly Desirable:

- Relevant master's degree

- Experience of administering or managing other scholarship programmes
- Experience of advising or tutoring students with written work
- Experience of working with international students
- Familiarity with the use of databases

Terms of Service

- A permanent, full-time position (35 hours per week)
- Salary of £27,000 - £30,000 per annum, depending on relevant skills and experience
- Annual leave is 22 working days per annum plus public holidays and additional days between Christmas and New Year when the office is closed
- The appointment is subject to a probationary period of 3 months
- Eligible for a defined contribution pension scheme following successful completion of the probationary period

Free parking is available on site for staff if needed.

Background to Organisation and Role

Windle Trust International (WTI) is a British international NGO investing in the education and training of refugees, internally displaced and other communities affected by conflict, displacement, neglect or discrimination in the East and Horn of Africa. WTI is dedicated to increasing access to and improving the quality of education for these communities and reducing inequalities in access to high quality education, particularly for women and girls.

WTI's work is the legacy of Dr Hugh Austin Windle Pilkington who dedicated his life to helping refugees' access further education. He drew his inspiration from the young Ethiopian refugees he met through his academic work at Nairobi University in the 1970s. In 1977 Windle Trust Kenya was established. Dr Pilkington believed strongly in the value of education for personal and professional development, and that refugees should have equal access to educational opportunities. After his death in 1986 a trust was established in his name and his work was expanded to respond to the educational needs of conflict-affected communities in Uganda, the Sudan and South Sudan.

WTI is a UK registered charity and a company limited by guarantee with offices in Oxford, UK as well as Sudan and South Sudan. WTI is part of a network of Windle organisations that includes Windle International Kenya and Windle International Uganda.

In partnership with universities and various donors we provide scholarship opportunities to conflict affected students from the communities with which we work at universities and colleges in the UK and Africa. Since 1988 we have supported over 1,000 students through scholarship programmes that we manage (around 600 students at postgraduate level and 700 on undergraduate courses).

WTI is looking to recruit a full-time programmes officer to manage its UK postgraduate scholarship programme based in the WTI Oxford office. Usual office hours are Monday to Friday 9am-5pm, although flexibility is required at busy times, for example, during the arrival of students to the UK and when organising and attending programme events.

Vision, Mission and Values

Vision: A world where everyone has the opportunity, through education and training, to make the most of their potential and contribute to the public good.

Mission: WTI challenges poverty and inequality by expanding access to and improving the quality of education and training, for communities affected by conflict, displacement, neglect or discrimination.

Values: In our work we aim to reflect the values which guided our founder, Hugh Pilkington, to assist those in need. We encourage our alumni to apply the same values in their service to their communities. These values include:

- **The importance of education**, knowledge and freedom of thought
- **Respect** for the diversity of communities and individuals with whom we work irrespective of gender, ethnicity, disability, religion or legal status
- **Equity** in our programmes and our employment policies and practices
- **Honesty and Integrity** in all our relationships with beneficiaries, communities, donors and supporters and in our management systems
- **Impartiality** – in conflict situations, we take no sides but focus on enabling communities and individuals to exercise the basic human right of education
- **High quality** – we have a long history of striving to provide and support high quality education and are keen to collaborate with those who seek the same.

Scope of Work

WTI manages education and training programmes in the UK, Sudan and South Sudan and works with autonomous Windle organisations in Kenya and Uganda. WTI currently focuses on:

- Promoting access to education at primary, secondary and tertiary levels in particular for girls, and conflict affected and disadvantaged groups
- Increasing access to education and developing leadership potential through scholarships at universities and colleges in Africa and the UK and associated training
- Strengthening professional skills, education management systems and accountability through training for teachers and others working in the education sector, including school managers and parent teacher associations
- Improving the quality of English language teaching at policy level and for teachers, particularly where this is the medium of education
- Improving learning environments and outcomes by providing training and education materials, school furniture, building and rehabilitating classrooms and school facilities

Our programmes contribute towards achieving the long-term outcomes to which we aspire:

- ✓ Improvements in the quality of teaching and learning in an environment that is safe and inclusive
- ✓ Significantly reduced educational inequalities
- ✓ Sustained increases in educational participation at primary, secondary and tertiary levels
- ✓ Stronger ethical and responsible leadership in countries with weak institutions and poor governance