

## Project Coordinator

This is a part-time role with a small international development charity. Our mission is to break the cycle of poverty by supporting students to access quality education. We work closely with our partner charity in Ethiopia to support delivery of a range of programmes to achieve this.

This role would be a good fit for a well organised, motivated individual looking for rewarding work who is happy working as part of team to achieve shared goals. The role would suit someone for whom a part-time role is a good fit long-term and who shares our values of respect and dignity for the communities we serve.

### Key Details

- Contract:** Part-time permanent contract  
**Hours:** 15 hours per week (40% FTE)  
**Salary:** £26,000 pro rata (£10,400 per annum)  
**Reports to:** Chief Executive  
**Location:** Finsbury Park, London (*see Flexibility section below*)

### The Organisation

Together We Learn is a small international development charity with a vision to break the cycle of poverty in Ethiopia by enabling disadvantaged children to access quality education.

We have been working closely with our Ethiopian partner for over 25 years to achieve this. Our UK team is a small, close-knit team that supports the fundraising, international communications, and project delivery of the Ethiopian team.

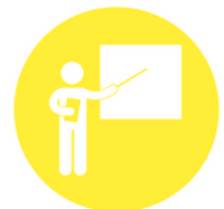
Our approach targets access to, and quality of, education systems, as well as the wellbeing of the communities and students who use them.

We work with state education infrastructure and systems, aiming to address a range of needs in a sustainable and impactful way. Our work with schools includes school infrastructure projects - providing safe, local schools - and supporting teachers with training and resources to inspire children to flourish in the classroom.

We also work closely with the children that attend state schools, their families and communities, to understand and address the issues they face at home and how these impact their ability to attend and succeed in school.



Access



Quality



Wellbeing

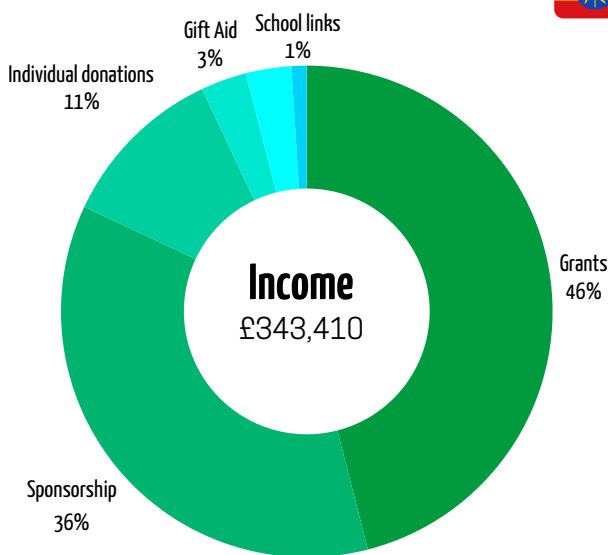
# 141,000

people directly benefitted  
from our projects.

Last year...

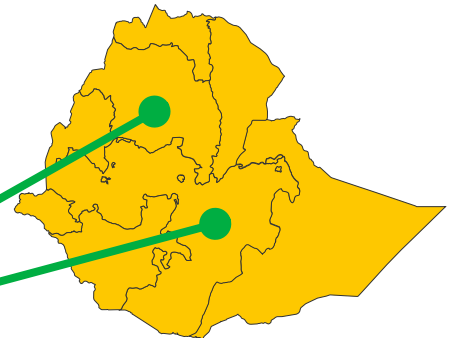
**98%** were students in  
education.

**2%** were teachers or  
educational professionals.



**21 employees in Ethiopia.**  
**4 employees in the UK.**

**Projects in the  
Amhara and  
Oromia regions.**



**In 2023-24**



**1,338 teachers  
trained.**

**372 girls received  
menstrual hygiene  
materials.**



**1 school library  
and 3 kindergarten  
classrooms built.**

**391 students  
sponsored  
through education.  
130 in higher education.**



**32 schools engaged in  
international linking.**

# The Role

The Project Coordinator supports the Project and Management teams in Ethiopia to deliver activities on schedule, to monitor and evaluate project outcomes and to prepare reports and other communications for fundraising. They work closely with the Chief Executive in the UK and are in regular contact with our teams in Ethiopia.

Currently our projects include: construction of school facilities, teacher training, 'Future Girls' gender club development, our after-school and pre-school clubs, football teams and school resourcing. Other projects may arise as need is identified. Our Student Sponsorship and School Linking programmes are coordinated by other staff.

The role is a rewarding one, as a key member of a small team, you will understand the objectives, the planned schedule of activities and the approved budget for each project. You will meet with the Ethiopian team weekly to review progress on activities, ensure key milestones are met, and to help identify and resolve issues which arise. You will help to develop monitoring and evaluation frameworks for projects, analyse the data and summarise findings for internal development as well as external reporting. You will also prepare funding applications and funder reports, as well as general donor or online communications related to the projects.

We are at the start of a new strategic phase which aims to build the capacity of our Ethiopian partner organisation so that we can shift the power and be more locally-led in our work. As part of this objective, the approach to your work should be collaborative, empowering the Ethiopian team to lead wherever possible, and sharing your experience and knowledge so they can learn from the aspects of your work which are not yet replicated in our Ethiopian team.

## Responsibilities

### Supporting project delivery (70%)

- Regularly liaise with our project teams in Ethiopia to support them to monitor project deliverables against plans in a timely manner and ensure changes are communicated to relevant parties.
- Support with monitoring, evaluation and learning processes by ensuring monitoring and evaluation deadlines are met, collating, analysing and formatting data for review, leading discussions for impact review and supporting discussions for continuous programme development (including managing volunteers or interns to support in these areas).
- Support the Ethiopian team to track and understand markers of quality reporting, impact review and sustainability to continuously improve on these.
- Support the Ethiopia team to develop projects, applying learning from evaluations and developing new project concepts.

- Support the team to include and prioritise beneficiary perspective to lead project design, implementation and monitoring procedures.
- Support the Ethiopian team to develop, include and adhere to all organisational policies and procedures, with special attention to safeguarding.

### **Fundraising (20%)**

- Reporting to donors and funders on project delivery, ensuring deadlines for reporting are met, collating data and Ethiopian team feedback, and writing up funder reports in a timely manner.
- Supporting the Chief Executive to research potential funders and to prepare and evidence funding proposals.
- Drafting template funder proposals and fundraising campaigns.
- Supporter communications, including monitoring the fundraising inbox, responding to donors, volunteers, tour guests or other queries.

### **Other (10%)**

- Support with building the capacity of the Ethiopian team through working practices and training in relevant areas.
- Communicate about our work with stakeholders via writing blogs, newsletter and Annual Report chapters.



*"Working with Together We Learn gives you the chance to turn your passion for education into something practical and powerful. It is a pleasure to collaborate across continents with such a thoughtful and friendly team on projects that have such a huge and lasting impact."*

Hannah Dillon, School Link Coordinator and  
Interim Project Coordinator

## **Person Specification**

Competencies that we feel would be essential or desirable for this role are listed below. However, candidates are welcome to apply regardless, and provide an explanation for why another skill, experience, or competency makes up for not meeting that criteria.

### **Essential Competencies**

- Experience effectively overseeing multiple workstreams, using project management tools such as gantt charts to monitor activities, juggle competing priorities, and meet deadlines.

- Adaptability - ability to respond to new circumstances, consider the big picture and adjust plans when necessary.
- Problem solving skills - ability to critically assess project developments, identify potential problems and propose solutions.
- Competency using excel for simple budgets, data recording, analysis and creation of graphs.
- Strong written communication skills for a range of audiences and purposes, including grant makers, individual donors and partner staff.
- To understand and share our mission and live our values of respect for beneficiaries and colleagues, positive collaboration for team work, and a drive to apply themselves to achieve the best impact for the communities we serve.

### **Desirable Competencies**

- Experience of working or communicating across cultures, respectful of alternative modes of working, and able to communicate clearly for effective collaboration with overseas colleagues.
- Professional experience in education, international development, the charity sector, fundraising or project management.
- Competency using design tools such as Canva, Adobe Express, Publisher or Powerpoint.
- Experience of working or living in Ethiopia, or other developing countries, or a connection to habesha or other African culture.
- Spoken or written Amharic or Afaan Oromo.

### **Diversity and Equality**

We value the benefits of a diverse team and encourage applications from candidates of all characteristics. We particularly welcome applications from people with lived experience of the Ethiopian context, or from the African diaspora, for the knowledge of, and cultural insight they can bring to our work.

### **Flexibility**

We are looking for a candidate for whom a part-time role is a good fit long-term. The role may suit someone returning from parental leave or looking for fixed hours to complement consultancy or other part-time work.

The role involves close working and coordination with our UK Chief Executive and our staff in Ethiopia (working Monday to Friday with a two to three hour time difference). Therefore a certain number of regular office working hours is necessary. We are open to discussing flexible working arrangements to suit circumstances within this.

The organisation operates a hybrid working style, aiming to have all staff in together once a week, with other hours done remotely or in the office according to individual preference. We find this to be a benefit as a small team, to enable positive

collaboration, peer support and engagement with all areas of the organisation's work. While some face-to-face time in our London office would be necessary, we are open to discussion on the frequency of office days.

Increased remote working during school holidays would also be considered to support those with childcare responsibilities.

## Application Process

To apply for this role, please send your CV and cover letter to [hello@twlethiopia.org](mailto:hello@twlethiopia.org) by **23<sup>rd</sup> July 2025**.

In the cover letter, please explain:

- Your motivations and reason for applying
- Relevant experience and competencies for the role
- How a part-time role suits your circumstances

Interviews will be held on the weeks commencing 28<sup>th</sup> July and 4<sup>th</sup> August.

We look forward to hearing from you!

## Further Information

Registered charity number: 1165953

Website: [twlethiopia.org](http://twlethiopia.org)

LinkedIn: [Together We Learn, Ethiopia](https://www.linkedin.com/company/Together-We-Learn-Ethiopia)

Instagram: [@twl\\_ethiopia](https://www.instagram.com/twl_ethiopia)

Facebook: [twlethiopia](https://www.facebook.com/twlethiopia)

Our [2023-24 Annual Report](#)

