

University of London Job Specification

Job Title: Global Refugee Education Project Coordinator

Department: SAS

Section: Refugee Law Initiative

Level: Level 05

Job Purpose:	To undertake a comprehensive mapping project of existing Global Refugee Education schemes available to refugees and asylum seekers in a variety of contexts, and identify gaps in provision that the federal University could usefully fill and/or potential for partnerships with existing schemes in order to increase their impact and reach.	
Job Content:		%
	<ol style="list-style-type: none"> 1. Review existing Global Refugee Education schemes available to refugees and asylum seekers across a variety of contexts, in order to understand the schemes and opportunities already available for refugees and asylum seekers. 2. To identify and report on gaps in provision of support to refugees and asylum seekers based on currently operational schemes in order to develop a scheme which provides additional opportunities not found elsewhere. 3. Map the existing resources and capacity across the central University and Member Institutions which could be mobilised to contribute to a new refugee education scheme. 4. Assess the opportunities to develop a small introductory programme or MOOC for refugees and/or asylum seekers run by the central University and/or Member institutions to act as a pilot for future initiatives in this area. This may include providing support to any such existing initiatives. 5. To write a feasibility report assessing interest and support for a Global Refugee Education scheme across the University of London, including consideration of which Member Institution(s) should host such an initiative. 6. To develop and write a report which includes recommendations of where University of London resources are best and most effective in providing online global education opportunities for refugees and asylum seekers, liaising with the University's distance learning and IT teams as appropriate. 7. To conduct and write a report of the piloted scheme in order to present this to internal and external stakeholders and potential funders. 	

<p>8. Identify and contribute to developing funding possibilities for seed funding through academic schemes and/or private funders or other non-academic donors.</p> <p>9. To carry out an assessment of opportunities within the external funding environment and the development of potential partnerships to ensure the viability of any University of London-led Global Refugee Education scheme.</p> <p>10. To actively follow and promote the University of London policies, including the University's Dignity at Work and Equal Opportunities Policy and actively promote these wherever possible.</p> <p>11. To maintain an awareness and observation of fire and health and safety regulations.</p> <p>12. Any other duties consistent with both the grade and scope of the post.</p> <p>13. Any other duties reasonably required of the postholder by the reporting manager.</p>	
<p>Reports to:</p> <p>Responsible for:</p>	<p>RLI Director</p> <p>N/A</p>
<p>Additional demands of the role:</p>	<p>N/A</p>

<p>Person Specification</p>
<p><u>EXPERIENCE & PERSONAL QUALITIES</u></p> <p><i>Essential:</i></p> <ul style="list-style-type: none"> • Demonstrable knowledge, interest and experience of working in the field of refugee issues and/or education • Knowledge and experience of external fundraising • Knowledge and experience of project development <p>An ability to work effectively, using your own initiative</p>
<p><u>TECHNICAL KNOWLEDGE & SKILLS</u></p> <p><i>Essential:</i></p> <ul style="list-style-type: none"> • Knowledge and experience of online learning practices • Good general IT skills, including the Microsoft Office suite of programmes • Excellent written and oral communication skills, sufficient to represent the RLI and University of London to internal and external stakeholders
<p><u>EDUCATION & PROFESSIONAL QUALIFICATIONS</u></p> <p><i>Essential:</i></p> <ul style="list-style-type: none"> • Educated to degree level (or equivalent by experience)

Competency Requirements	Essential	Desirable
Academic Community focus	B	B
Adapting to change	B	B
Creativity and innovation	B	C
Interpersonal understanding	B	C
Leadership	A	A
Managing resources	B	B
Organisational commitment	B	C
Proactivity and planning	B	B
Problem solving and decision making	C	C
Performance Management	A	A
Resilience	B	B
Working collaboratively with others	B	B
<p>Competencies are scored on an A-D scale, with D representing the highest demonstration of the competency.</p> <p>For further information on each of the competencies and relevant levels, please refer to the University's Competency Model http://www.london.ac.uk/5258</p>		