

Role Title	Global Programme Coordinator Maternity Cover
Manager Job title	Head of Global Operations
Band	B

Overall Job purpose
RCPCH Global is a small team within the Royal College of Paediatrics and Child Health (RCPCH) responsible for designing and managing humanitarian and system development programmes for maternal, newborn and child health in low- and lower-middle-income countries. Currently, RCPCH Global is managing a partnership programme with the Karenni Nurses' Association and Karenni Nurses' University (KNA/KNU), as well as with the Myanmar Ethnic Health System Strengthening Group (EHSSG) in association with the Mae Tao Clinic (Thailand) to deliver a programme of system strengthening (in curriculum and clinical guidelines development, training and educational capacity-building, development of remote/virtual decision tools such as apps, and support to organisational development for partners). We are seeking to recruit a maternity cover postholder to coordinate and further develop this partnership programme, while also providing logistical and administrative support for the College's Visiting Fellows Scheme. This includes coordinating an open-access selection process for clinicians working in paediatrics in low- and lower-middle-income countries to undertake a one-month observership in the UK/NHS.

Dimensions	
Role Location	London and Home Based (40% office, 60% home-based) The post-holder will be required to travel both inside and outside of London and the UK, with overnight stays needed as appropriate.
Budgetary control (if so what size)	N/A
Number of direct reports (if any)	N/A
Job titles of direct reports	N/A

Key Tasks & Responsibilities
The Programme Coordinator will coordinate programme activities, including currently grant-funded phase activities as well as completion of (expected) new grant proposal process for RCPCH Global's programme of work in Myanmar. This will include: Coordinating continuing delivery of agreed programme and partnership activities with KNA/KNU and EHSSG/MTC partners, within the agreed grant timeframe and in compliance with grant financial and implementation stipulations

- Overseeing grant-related expenditures, monitoring spending in compliance with agreed budget(s) as well as monitoring variance in spending lines, and ensuring regular liaison with RCPCH Finance Team to ensure accurate and timely reconciliation of budget and expenditure.
- Ensuring timely invoicing procedures between RCPCH and local programme partners as relevant.
- Ensuring timely and accurate liaison with the grant donor(s), as well as programme reporting to donor(s).
- Ensuring regular, ongoing liaison with local programme counterparts and stakeholders in the field, including through field visit(s) as required, funded and agreed.
- Supporting development of new grant proposal towards agreement of new grant-funded programme with the donor.
- Ensuring high-quality programme monitoring and evaluation processes.
- Coordinating role and inputs of the RCPCH Global Myanmar Advisory Group, the advisory body providing governance oversight on the Myanmar Programme.
- Represent the College's global health activities as requested and relevant.

Supporting promotion of RCPCH Global activities

- Participating in team activities designed to promote RCPCH Global activities including presentations to external stakeholders.
- Supporting team contributions of material to the international section of the RCPCH website, e-bulletins and publications.

Supporting RCPCH Global Visiting Fellows Scheme (2026-27)

- Administrating the Visiting Fellows Scheme 2026-27
- Managing selection, communication and preparatory administrative support for Visiting Fellows (2026-27); ensuring smooth and effective communication with selected candidate fellows
- Coordinating and completing logistical arrangements (travel, transport, accommodation etc) for Visiting Fellows during period of stay in the UK
- Coordinating, overseeing and reporting on financial arrangements (indirect costs and direct financial support) for Visiting Fellows and ensuring effective liaison and information flow with RCPCH Finance Team
- Providing pastoral support to Visiting Fellows during UK stay
- Coordinating with NHS/hospital trusts to receive and oversee fellows' observerships
- Coordinating Visiting Fellows attendance at RCPCH annual conference 2027
- Facilitating entry-point and exit point induction and debriefing sessions with Visting Fellows

General

In addition to the specific duties and responsibilities outlined in this job description, all RCPCH employees should be aware of their specific responsibilities towards the following:

- Adhere to all College policies including health and safety, safe guarding, equality and diversity, information security and acceptable use of College resources.
- Uphold ethical and professional standards and not behave in a manner that is likely to bring the College into disrepute.

- Demonstrate a commitment to ongoing registration requirements or any national professional or occupational standards associated with the role.
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.
- The College is committed to encouraging young people to work with the College either through the apprenticeship programme and as such the post holder will be expected to support and respect young people, and may be asked to work alongside or supervise a young person as part of their role whilst working at the College.

Our commitment to safeguarding

- The RCPCH is committed to safeguarding the children, young people and adults it has contact with in the exercise of its functions and responsibilities. The RCPCH expects all staff to share this commitment.
- All staff are expected to be alert to safeguarding risks and to respond appropriately to such risks in accordance with the College's safeguarding policy and procedures.
- All staff are required to take part in safeguarding training and developments. Managers are required to ensure that they remain vigilant to any safeguarding concerns in respect of those they supervise and to ensure their teams regularly review actual and possible safeguarding dimensions in their work.
- The foundation of good safeguarding is healthy organisational culture. All staff are expected to promote such a culture through their behaviours.

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the College at any time after discussion with the post holder.

RCPCH operates a no-smoking policy. The post holder should either be a non-smoker or be prepared to not smoke in **any** of the College's premises, grounds or vehicles when on College business outside the office.

The RCPCH wants to represent all the communities we serve. Appointment will be made solely on merit. However, the College is particularly keen to receive applications from Black, Asian and minority ethnic candidates, and/or candidates with a disability who are currently under-represented at this level of the organisation.

Terms and Conditions of Employment

All appointments made at £32,477 per annum

Contracts are offered on an initial 6 month probationary period.

Annual Leave Allowance: 27 days per year (pro rata for part-time and contracted staff). For each 2 years of completed service, you will receive one additional days leave until the maximum of 29 days are reached. The College closes between Christmas and New Year, and these days are in addition to annual leave.

Employment Benefits:

- Contributory Pension Scheme with an employer's contribution of up to 10%
- 35-hour week (Monday to Friday with one hour for lunch). The college operates a hybrid working model, with 40% of your working time to be spend in the office over a 4 week period. The office building is open from 7.30am to 8.00pm, Monday to Thursday.
- Eye care reimbursement
- Employee Discount Scheme
- Comprehensive Learning & Development provision
- Enhanced maternity, adoption, surrogacy and paternity leave
- Enhanced redundancy pay
- 21 hours volunteering leave per annum (pro rata for part-time staff)
- 35 hours protected continuous and professional development time per annum (pro rata for part-time staff)
- SMARTech up to £1000 once the probationary period has been successfully passed
- Cycle2Work up to £1000 once the probationary period has been successfully passed
- Occupational health including counselling and neurodiversity assessments
- Paid IVF Leave
- Pregnancy and Infant Loss leave and pay

The College is expanding and developing the involvement of children in its work. For some roles this may in future mean direct contact with young people. The College therefore may in the future require a Disclosure Barring Service check to be undertaken.

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PERSON SPECIFICATION

Essential

- Suitable qualification at undergraduate or masters level in international development, public health, international & global health, health systems strengthening & child health, or equivalent work experience
- Previous experience of successfully coordinating projects/programmes, preferably including supporting field-programme teams both remotely and in the field, within the international development and/or health sectors
- Experience of dealing with a variety of international project/programme stakeholders, including government counterparts, NGOs, UN partners, donors etc.
- Excellent administrative and coordination skills and experience; evidence of early track record in a relevant international project/programme coordination or implementation role
- Experience supporting complex programme processes, including coordination with government counterparts, local partner organisations, and international and multilateral donor agencies
- Experience of budget, financial monitoring and reporting support; evidence of understanding of donor agencies
- Ability to prioritise competing demands and meeting deadlines
- Evidence of understanding of project/programme monitoring and evaluation processes
- Excellent communication skills, both oral and written. The ability to set out and discuss complex issues clearly for a wide audience and to give presentations as required in a fluent and persuasive manner to people at all levels externally and across the College
- Strong analytical and problem-solving skills demonstrating the ability to understand and discuss complex issues around international development and/or health
- Self-motivation and the ability to work both independently and as part of a team

Desirable

- Evidence of experience in/understanding of health programmes and/or health project/programmes in southeast Asia context

Candidates are reminded that the shortlisting process is based on the evidence provided on the application form of the skills demonstrated above. For any questions, queries or support please contact us at recruitment@rcpch.ac.uk.