Job description

Job title: Inclusive Education Programme Manager
Reports to: Executive Director
Location: To be agreed

About the role:

Inclusion International has mobilized our global networks and technical expertise to build *Catalyst for Inclusive Education*, a global knowledge network for inclusive education. *Catalyst for Inclusive Education* is designed to assist Inclusion International’s members to promote and support the development of fully inclusive education systems where learners with intellectual disabilities are full participants. With the capacity to respond to issues and opportunities identified by member organizations, *Catalyst for Inclusive Education* includes a platform of resources for strengthening inclusive education as well as direct support to projects, training, and consulting at a country level.

The Education Programme Manager will:

- Develop effective approaches to address inclusive education issues and challenges
- Undertake scoping missions in target regions to conduct analyses of existing education systems
- Identify and secure funding for country level initiatives and projects
- Develop tools, resources and organise opportunities for learning (including webinars and study visits) that address the needs of individuals, families and communities in accessing inclusive education
- Strengthen partnerships with educators, academics and other groups to provide technical capacity building opportunities, to strengthen more consensus among civil society about inclusive education

Main responsibilities:

Ensure we deliver our inclusive education aspirations through:

- Supporting member organisations to identify opportunities for advancing inclusive education
- Working with Catalyst for Inclusive Education team to develop capacity and resources
- Working closely with partners and key stakeholders to understand barriers, enablers and programme development needs
- Managing and supporting delivery of activities
• Working with the Communications Officer, to communicate with and engage stakeholders in the education programme

Ensure that plans remain effective and impactful through:
• Co-ordinating approaches to review plans to take account of the external context, new ideas and innovation
• Working with colleagues across the organisation to identify fundable opportunities and strategic partnerships aligned to the strategy
• Working with colleagues in developing and delivering Inclusion International’s advocacy targets on inclusive education
• Providing data, statistics and information for reporting purposes

Competencies:

• Knowledge about the global context for inclusive education and the specific challenges facing persons with intellectual disabilities and their families
• A strong interest in international issues and familiarity with the CRPD and disability rights
• An understanding of international development
• Able to demonstrate experience of managing multi-country projects
• Able to communicate, persuade and influence
• Excellent organisation, prioritisation and communication skills
• Creative problem-solving skills
• Able to manage multiple deadlines and activities
• Able to produce practical and easily understood progress and impact reporting
• Languages: outstanding written and oral English is essential. French, Spanish and Russian language is also desirable.

Inclusion International is a small organization. There will be times when all staff members will be expected to work beyond the specifics of their job description in order to support the work of the wider team. The very nature of being a global organisation also means that there is a requirement for international travel – the level and extent of which will vary from role to role.