

**Learning Programme Coordinator  
Isle of Wight based  
12-month fixed-term contract  
Applicants must have the right to work in the UK**

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This role represents an exciting opportunity to join one of our key Learning programmes. We are working in partnership with the African Leadership University (ALU) to develop a series of programmes on the circular economy for the University and across the African continent. Working as part of the Education and Learning team, you will be responsible for supporting the programme activities which are varied and wide-ranging.

The programme includes working to support ALU in the adoption of circular economy practice across teaching programmes, research activities and student ventures as well supporting the development of a circular economy network of universities across the continent. A further aspect of the role will be ensuring the smooth delivery of key learning programmes.

You may be required to travel to Africa 2-3 times during the year's contract. The role is UK based, in Cowes, Isle of Wight

### **Role and Responsibilities**

- **Project coordination:** Supporting the smooth running of the key learning programmes notably *Inside the Circular Economy: Africa* and *Discover the Circular Economy: a Masterclass series for African Teenagers*.
  - Organising appropriate contacts, speakers and hosts for online sessions.
  - Supporting the delivery, including technical support, of the programmes, e.g. setting up the webinars and meetings, monitoring the chat, sharing the presentations, preparing and uploading the webinar recordings.
  - Event organising for in person activities.
  - Responding to any participants inquiries before, during, and after the programmes take place.
  - Gather and analyse the feedback for various learning experiences and programmes.
  - Managing the learner community.
- **Relationship management:** Developing and maintaining appropriate contact lists and working with the programme manager and Education Lead to identify new relationships and helping to build the university network.
- Making appropriate links between ALU and wider Foundation programmes and network activities.
- Working alongside the programme manager to support ALU to develop their circular economy action plan and programme over the funded period, bringing knowledge and expertise from the Foundation to strengthen the programme and

outcomes.

## Your profile

- It will be essential that you have experience of coordinating and organising events/activities/workstreams both online and face-to-face together with excellent written and verbal skills in English.
- It would be a great advantage to have worked in the Higher Education sector together with some experience of online community management.
- Evidence of an understanding of the circular economy (in Africa) would be preferable.
- Fluency in either French or Portuguese would be a great advantage.
- Evidence of forming strong professional relationships.
- Knowledge of project management software.

**Please apply with CV and covering letter to:**

**Barbara Calland ([barbara@emf.org](mailto:barbara@emf.org))**

Desired starting date: asap  
Closing date: 6<sup>th</sup> December 2021  
Salary package: Circa £25k dependent on experience with generous holiday allowance, gym membership, flexible working options and multiple training opportunities.  
Location: Cowes, Isle of Wight. We are unable to sponsor a Skilled Worker Visa for this role.

### **What we do:**

The Ellen MacArthur Foundation develops and promotes the idea of a circular economy. We work with, and inspire, business, academia, policymakers, and institutions to mobilise systems solutions at scale, globally.

Our mission is to accelerate the transition to a circular economy.

Our vision is a new economic system that delivers better outcomes for people and the environment. Business models, products, and materials are designed to increase use and reuse, replicating the balance of the natural world, where nothing becomes waste and everything has value. A circular economy, increasingly built on renewable energy and materials, is distributed, diverse, and inclusive.