Organisation	British Asian Trust
Team	Education
Location	New Delhi Hybrid

About the British Asian Trust

The British Asian Trust (BAT) is an international development organisation founded in 2007 by His Majesty King Charles III (then HRH The Prince of Wales) and a group of British Asian business leaders. BAT tackles some of South Asia's most pressing social challenges through evidence-driven programmes in livelihoods, education, mental health, child protection and conservation.

In India, BAT works with governments, philanthropies, CSR corporates and implementation partners to improve learning outcomes for underserved communities. Its education portfolio, which includes LiftEd and XPRIZE Accelerate Learning, focuses on improving foundational literacy and numeracy (FLN), strengthening education delivery systems and promoting innovative, technology-enabled learning solutions.

The Opportunity

We are seeking a highly motivated Professional to support programme design and management across BAT's education portfolio in India, including the LiftEd District Education Innovation Challenge (DEIC)

The Professional will drive day-to-day delivery, partner coordination, knowledge management, reporting and contribute to the design of new initiatives. Working closely with the education team, they will engage implementation partners, technology organisations, government departments, funders and evaluation agencies to keep delivery on track against agreed milestones, capture learning and evidence, identify opportunities for improvement and shape programme models. The role offers hands-on experience in designing and applying outcomes-based financing approaches and strengthening education systems in India.

Key Responsibilities

1. **Partnership and Stakeholder Management**
   - Build and maintain strong working relationships with funders, implementation partners, technical partners, government departments and evaluators.
   - Manage day-to-day engagement with implementation and technical partners, including tracking their reporting and milestones.
   - Engage donors and funders through programme updates, presentations and evidence-based reporting.
   - Support resource mobilisation by preparing investment materials, coordinating outreach to prospective domestic and international philanthropic funders, and assisting with funder due diligence.
   - Represent BAT in programme-level meetings and sector forums, as authorised.

2. Governance, Risk and Safeguarding

- Support the programme's governance framework by preparing materials for Funder Meetings and Programme Working Group meetings.
- Help design and maintain a programme-level risk register covering programmatic, operational, financial, safeguarding and reputational risks, review it regularly and escalate early warnings to the relevant governance forums.
- Contribute to the programme's safeguarding framework and grievance redressal processes, and assist the safeguarding committee in investigating and resolving incidents.
- Maintain a log of governance decisions, risk mitigation measures and compliance actions, and drive follow-up across stakeholders.

3. Knowledge, Communications and Design

- Contribute to programme design, including theories of change, results frameworks and outcome metrics, drawing on evidence and partner insights.
- Capture and synthesise programme learning, evidence and case studies into knowledge products for internal and external audiences.
- Help develop and maintain a common communications framework, covering agreed messaging, terminology and stakeholder protocols, so the programme is represented consistently.
- Develop and implement communication plans, and produce clear, visually compelling reports, presentations, briefs and impact materials for external audiences.
- Maintain programme documentation and knowledge repositories so learning is accessible across teams.

4. Programme Administration and Financial Management

- Review payments and disbursements against approved deliverables, contractual terms and agreed fund-flow mechanisms, and ensure compliance with donor restrictions and contractual requirements.
- Support financial reporting to funders, maintain accounting records, reconciliations and financial controls, and manage programme administration, including contracts, invoices, vendor onboarding and document management.
- Monitor financial performance, fund utilisation, exceptions and control risks, prepare periodic financial insights, and escalate material variances to the Manager.

Experience and Person Specification

Essential

- Graduate or Postgraduate qualification in Education, Development Studies, Public Policy, Management or a related discipline.
- 4–6 years of experience in programme management, management consulting, international development, social finance, government advisory, or a related field.
- Experience managing or supporting complex programmes involving multiple stakeholders, with strong attention to detail and delivery against timelines.
- Strong analytical skills, with experience working with programme, operational or performance data and translating analysis into actionable insights.
- Experience developing high-quality reports, presentations, trackers, dashboards or other management materials for senior stakeholders.
- Strong project management and organisational skills, with the ability to manage multiple workstreams and deadlines simultaneously.
- Strong written and verbal communication skills, with the ability to work effectively with both technical and non-technical stakeholders.
- Demonstrated ability to work independently on defined areas of responsibility while contributing effectively to a wider team.
- Comfort working with contracts, budgets, financial reports or payment/disbursement calculations, with a keen eye for detail and accuracy.

Desirable

- Experience working with government or public sector institutions, particularly in India.
- Experience working with education programmes.
- Familiarity with outcomes-based financing, results-based financing, impact bonds or other innovative financing models.
- Experience supporting programme payments, grants, contracts or other performance-linked funding mechanisms.
- Familiarity with legal, risk or compliance frameworks in a programme, transaction or grant management context.
- Experience organising workshops, consultations or multi-stakeholder convenings.