



International Programme Co-Ordinator

Appointment Brief

May 2026



Action for a Fair Water Future

Contents

Background

3

**Job Summary
and Purpose**

4

**Personal
Specification**

5

How to Apply

6

The Role

4

**Duties and
Responsibilities**

5

**Key working
relationships
and logistical
arrangements**

5



Background

Water Witness leads action, research and advocacy for a fair water future where all people can access the water needed to thrive, and are protected against floods, drought, pollution, ecosystem degradation and water conflict.

We stand with those at the sharp end of the global water crisis to shine a light on its impacts, to understand its root causes and to activate an effective response. We work with inspirational local partners to trigger social justice and system change to ensure sustainable management and equitable use of the world's most precious resource.

Over the past decade our team has been on the frontline: working to improve water security for over a million vulnerable people, driving improved policy, practice and investment, building new approaches and communities of practice, and holding duty bearers to account for improved performance on water. Our hands-on field experience is backed up by cutting-edge research and global analyses, and this provides us with a clear understanding of the action needed to deliver on the water-related Sustainable Development Goals.

Our 2030 strategy builds on our track record as a dynamic NGO which unlocks improved water resource governance and water security for vulnerable communities. In the decade ahead we will work with our partners to focus on the following five imperatives:

1. **Accountable governance:** to implement effective and equitable water policy and law
2. **Progressive financing:** to unlock funding and financial incentives for water security
3. **Redefining corporate responsibility:** to transform private sector behaviour for shared water security
4. **Confronting climate chaos:** to prevent catastrophic water shocks and build resilience
5. **Activating people power:** to trigger political, social and economic change for water security.

Having secured investment to deliver our strategy we are now seeking an exceptional individual to join our team in Edinburgh to support our international work. This will contribute to successful delivery across multiple objectives within our strategy and further establish Water Witness as an innovative, world-changing organisation.

The Role

Job Title:	International Programme Co-Ordinator
Place of Work:	Edinburgh, UK
Pay:	£38,000 UK Grade 3 Scale 3 (plus benefits including 8% employer pension contribution)
Reports to:	Deputy Director / Global Operations Director
Term:	July 2026 to March 2028. Extension subject to performance and funding

Job Summary and Purpose

Water Witness International is seeking an excellent international development practitioner to support our expanding portfolio of work to secure lasting water security and justice across multiple countries. Based in Edinburgh, you will coordinate the Fair Water Action Fund and work closely with partners and grantees to respond to their evolving needs, making sure that evidence emerging from their work is effective in driving system change at scale. The role involves overseas travel, supporting the co-design and delivery of a wide range of initiatives, liaising effectively with stakeholders, building consensus and ensuring high-quality documentation. You will work closely with the Senior Management Team, Trustees and colleagues to help shape our wider organisational strategy and programme direction.

We are looking for an exceptional individual who will ensure strategic alignment and provide programme management support to a portfolio of international grants, ensuring high-quality delivery and impact. This includes building strong, collaborative relationships with partners, fostering shared ownership and supporting the delivery of complex programmes. You will coordinate monitoring, evaluation and learning, contribute to planning, ensure robust budgeting and financial tracking, and timely, accurate reporting. You will also support colleagues and partners in strengthening their strategies and operations, with attention to risk management and promoting best practice.

With responsibilities in external engagement and communications, you will work with colleagues and partners to develop compelling, evidence-based narratives that engage key audiences, influence policy and amplify impact. You will play a key role in sharing learning, strengthening capacity, and identifying opportunities to enhance programmes and partnerships. We are seeking a proactive, analytical and collaborative individual with excellent interpersonal skills, capable of building trusted relationships across diverse contexts and influencing change at multiple levels. If this sounds like you, we'd love to hear from you!

Duties and responsibilities

The objective of this role is to work closely with our team, partners and grantees across multiple countries where WW supports development programmes, ensuring that the work we support is aligned with WW's strategic priorities, and that it is delivered effectively. The Programme Coordinator will ensure that WW programmes and projects supported through the Fair Water Action Fund are on track, achieve meaningful impact and are in line with grantee and donor agreements and budgets. They will coordinate programme delivery, strengthening tracking, monitoring, evaluation and learning to support high-quality delivery. The role will also contribute to influencing systems change in ways that advance WW's strategy, supporting partners and grantees to maximise their impact. Specific responsibilities will include:

Programme coordination and Fair Water Action Fund grant management

- Coordinate organisational and programme planning against agreed delivery targets, outputs and outcomes.
- Manage multiple grants across multiple countries or regions including application processes, due diligence, contracting and compliance (reporting, MEL, and donor requirements).
- Support or deliver financial planning and budget management, including tracking expenditure and ensuring accountability of grantees and partners.
- Build and maintain relationships with diverse stakeholders, including civil society organisations, technical experts, and international partners.
- Champion learning with WW team, partners and grantees, supporting them to analyse, package and deliver learning internally and externally for advocacy and communications to drive systems change at scale.
- Proactively seize opportunities and troubleshoot problems that arise in the course of the work. Identify or co-develop appropriate methods and guidance to support delivery of key tasks within the programmes, keeping work on track and maximising impact.
- Actively support partners and grantees to ensure social inclusion where the needs of marginalised people are clearly heard and acted upon.
- Support effective communication across and with the UK team, and teams and partners in other countries.

Technical delivery and quality assurance

- Provide or source appropriate technical advice and support programme teams with research, water scans, investigations and assessments.
- Liaise effectively with stakeholders, negotiate consensus and ensure good documentation and record keeping.
- Support organisational capacity building and training of partners, including compliance with internal policies and best practice.
- Organise and facilitate regional and global events (e.g. webinars, workshops, stakeholder meetings) both online and in person.

Documentation, learning and advocacy

- Mentor and support teams to collate, analyse and synthesise knowledge generated.
- Mentor and support teams in documentation, including writing and reviewing high quality, timely reports programme reports that respond to donor requirements and illustrate impact.
- Support teams, co-author and disseminate knowledge products, including case studies, training modules, and guidance materials in support of programmes.
- Support our wider team and partners to develop powerful evidence-based stories and narratives to engage media, specific targeted groups, our wider networks and new audiences, including press, multi-media and website content.
- Work with the Senior Comms Lead to proactively identify programme activities for public communications work, including press, social media, supporter mailings and blogs.
- Coordinate and support the effective use of Information and Communications Technology across teams.
- Identify opportunities to increase programme visibility and raise the organisation's and Fair water Action Fund's profiles by disseminating results within and beyond the development community and water sector.

Organisational development

- Represent Water Witness and the interests of its stakeholders at local and international meetings as required.
- Contribute to the strategic development of the organisation including through developing or supporting funding proposals, bids and efficient back-office support and management.
- Provide support to the SMT, staff, partners and the Board of Trustees.
- Help secure funding for WW and grantees.

Key working relationships and logistical arrangements

The successful applicant will be a key member of our team of 14 professionals based at our Head Office in Edinburgh. They will report to the Deputy Director and will work closely and on a regular basis with our partners and grantees of the Fair Water Action Fund across multiple countries

Person Specification

The successful applicant will be able to demonstrate the following:

Experience and qualifications

Essential

- Sound technical understanding of water and water resource management, climate resilience and international development issues, trends and priorities.
- Postgraduate degree in a relevant field (Water Resource Management, Environmental Science or International Development).
- Competent in grant management, compliance requirements, budgeting, financial tracking and reporting.
- Experience managing partnerships with local NGOs or community-based organisations.
- Experience working with diverse stakeholders using participatory approaches.
- Proven track record in cocreating, managing, monitoring and evaluating donor-funded international development programmes.
- Experience in programme support, coordination and communication.
- Knowledge of advocacy and multimedia communication strategies.
- Proven financial management and budgeting experience.
- At least 5 years' relevant professional experience, including time in a lower- or middle-income country.
- Right to work and live in the UK.

Desirable

- Fundraising experience

Skills and attributes

Essential

- Excellent organisational skills, able to manage multiple priorities and meet deadlines in a complex, fast-paced environment.
- Skilled in analysing qualitative and quantitative data and producing clear, concise reports and recommendations.
- Proactive, self-motivated, and able to work independently
- High level of integrity and accountability
- Excellent analytical and writing skills, adaptable to different audiences.
- Confident in using social media, film and photography.
- Effective problem-solver, coordinating appropriate support as needed (technical, legal, financial)
- Collaborative, with experience working with international partners across multiple contexts.
- Excellent interpersonal skills, with the ability to build trust, influence across diverse networks and present confidently.
- Facilitation and training experience and skills, ideally in international settings.
- Able to analyse budgets and monitor costs.
- Excellent IT skills.
- Ability to travel overseas and thrive in challenging conditions.
- A passion for social justice through equitable and sustainable water management.
- Committed to diversity, equity, and inclusion and to Water Witness' mission.

Desirable

- Working knowledge of Spanish, French or language relevant to programme countries.

How To Apply

All correspondence should be sent to jobs@waterwitness.org with 'International Programme Co-ordinator' in the subject line. Please provide a CV and covering letter in ONE single document. The cover letter should be no more than two pages long, must explain why you are suitable for this position, and should clearly set out how your skills and experience match the specified criteria.

NOTE: APPLICATIONS WHICH DO NOT MEET THESE REQUIREMENTS WILL NOT BE CONSIDERED

On this occasion, only those with an existing right to work and live in the UK should apply.

Timeline

Closing date:	15/06/26
Panel interviews:	wc 22/06/26
Expected start:	August 2026 (dependent on notice period)

Queries

If you have any queries on any aspect of the appointment process or need additional information, please email jobs@waterwitness.org.

Equality Statement

Equality and diversity are at the core of Water Witness' values. We are committed to equal opportunities for all, and to welcome people from a wide diversity of backgrounds, cultures, and experiences. **On this occasion only those with an existing right to work and live in the UK should apply.**

Selection Process

We will only use the information you provide to process your application. For more details on how we use your information, see our [application privacy notice](#). By emailing us, you are permitting us to use the information you have provided for recruitment purposes. Shortlisted candidates may be required to undertake an additional assessment prior to the final interview.

