

Job Description - Programme Administrator

Coexistence Champions Programme

Position: **Programme Administrator (Full-Time)**

Programme: **Coexistence Champions Programme**

Reporting to: **Ravi Chellam**

Collaborates with: **Programme Manager - Stella James; and Leadership Group - Ravi Chellam, Tarsh Thekaekara, Amrita Neelakantan**

Contract Type: **Consultant - Full-Time**

Duration: **2 years (renewable)**

Location: **TDU, Bengaluru (in-person, with occasional travel if needed)**

Time Commitment: **Full-time (5 days or 40 hours/week)**

1. Background and Role Overview

The Coexistence Champions is a programme to support individuals advancing human-nature coexistence practices in India. More details are [available on the website](#). The programme is part of the [Coexistence Studies Group](#), hosted at The University of Transdisciplinary Health Sciences and Technology (TDU).

The Programme Administrator ensures effective day-to-day implementation of the programme. This includes managing logistics, coordination with the Champions, coordination with TDU as the host institution for the programme, financial management and documentation. This work will be done with the guidance of the Programme Manager, Stella James and the programme lead, Ravi Chellam.

2. Responsibilities

- Maintain systems for receiving, organising and tracking of applications, proposals and interviews for the Champions.
- Maintain systems for and manage financial disbursements and accounting, in collaboration with TDU finance team, of the Champions and the Programme team.
- Maintain systems for organising and tracking of project and programme deliverables.
- Coordinate calendars, meetings, convenings, and documentation flow.
- Handle contracts, financial tracking, and reporting systems.
- Support peer learning events, newsletters, and capacity-building sessions.

- Contribute to the development of the storytelling and communication strategies.
 - Prepare quarterly summaries and maintain dashboards.
 - Take the lead in coordinating all the reporting for this programme.
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3. Qualifications and Skills

- Bachelor's degree in any field.
 - 3-5 years of demonstrated experience in coordination and administrative roles, preferably in non-profit settings.
 - Demonstrated experience with managing accounting templates and reports (including contracts and invoices).
 - Demonstrated experience in contracting, reporting and operational logistics.
 - Demonstrated experience in documentation.
 - Proficient with Google Suite, shared tools, and spreadsheets.
 - Proficiency in other project management software is desirable.
 - Organized, detail-oriented, and responsive.
 - Comfortable working across teams, in person and online.
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4. Selection Criteria

- Demonstrated ability to independently manage workflows and systems.
 - Experience with contracting, reporting, and operational logistics.
 - Experience with accounts management.
 - Documentation skills.
 - Communication skills.
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5. Deliverables

- Updated trackers, reports and event documentation.
 - Coordinated convenings.
 - Updated and effective communications within the team and with the Champions.
 - Organized financial and reporting records for audits and internal review.
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6. Remuneration

- INR 45,000 to 55,000 per month (commensurate with experience)
- Consultant contract: 2 years, (renewable).