

World ORT

Education Projects and Network Coordinator

Job Description, 2026

ROLE DETAILS

Location	Hybrid working, office-based in NW London
Reporting to	Chief Program Officer and Head of Education Department
Department	Chief Program Officer Division. Education Department, with cross-organisational responsibility for international coordination and network engagement
Contract	Permanent

ROLE OVERVIEW

The Education Projects and Network Coordinator will play a central role in connecting World ORT with the wider ORT network. The post holder will manage and coordinate international educational projects, support the development and implementation of new initiatives, and act as a critical link between the Head Office, ORT National Organisations, schools, colleges and other partners around the world.

The post holder will work closely with the Chief Program Officer, the Head of Education Department and colleagues from national ORTs to ensure that educational projects, communications, events and network engagement are aligned with World ORT's strategic priorities.

KEY RESPONSIBILITIES

Education project management and coordination

- Coordinate and manage international educational projects within the World ORT Education Department portfolio.
- Support the planning and delivery of seminars, training programmes, collaborative student projects, exchange programmes, competitions, awards and other educational activities aligned with World ORT's strategy.
- Work with colleagues to develop new initiatives that respond to the needs of ORT schools, colleges and programmes worldwide, including in STEM, technology education, digital learning, leadership, Jewish education, global citizenship and skills for work.
- Collaborate with external organisations and ORT professionals overseas to develop and roll out new curricula, including developing learning resources, running professional development seminars, supporting schools and colleges with implementation, and sharing good practice within and beyond the ORT network.
- Support monitoring and evaluation, including collecting and reporting comparable data on enrolment, retention, outcomes and educator development across countries.
- Support the coordination of global educator and leadership programmes.

World ORT network coordination

- Participate in ongoing communication and information exchange between World ORT, ORT National Organisations, schools, colleges and education teams worldwide.
- Develop and maintain strong professional relationships with educators, National Directors, project leads and partners across the ORT network.
- Coordinate cross-country partnership pilots, including school-to-school twinning, sponsored innovation labs, curriculum exchanges and virtual student collaboration initiatives.
- Support the development and tracking of structured country plans with National Organisations and schools, including agreed strategic priorities, deliverables and mutual commitments between World ORT and affiliates.
- Participate in developing and maintaining a Global ORT Knowledge Hub connecting affiliates through shared curricula and professional development models.
- Contribute to the development of the World ORT Alumni Network.

KEY SKILLS AND PERSON SPECIFICATION

Essential

- Proven experience in education project management, international coordination, programme management or a closely related role.
- A good understanding of formal and/or non-formal education, with an interest in 21st-century learning, technology education and professional development for educators.
- Excellent written and verbal communication skills in English, with the ability to write clear proposals, reports, updates and briefing documents.
- Strong project management skills, including planning, prioritisation, attention to detail and the ability to work under pressure on time-sensitive projects.
- Excellent interpersonal skills, with the ability to build productive relationships with a wide variety of people worldwide.
- Experience working with international partners and/or multicultural teams, with sensitivity to different cultures, contexts and time zones.
- Ability to collect, organise and interpret information, statistics and project updates from multiple sources.
- Good understanding and appreciation of Jewish culture, Jewish education and diaspora communities, or a readiness to develop this understanding quickly.
- High level of competence using Microsoft Office 365 applications and digital collaboration tools.
- Flexible, proactive and solutions-oriented approach, with the ability to use initiative and work collaboratively across departments.

Desirable

- Professional proficiency in Russian, Spanish, French, Hebrew or another language relevant to the ORT network.
- Experience organising international events, online training, conferences, forums, visits or missions.
- Experience in monitoring project budgets and working with finance teams on project expenditure and reporting.
- Familiarity with Jewish communal institutions locally and internationally.
- Experience supporting alumni, school network, educator network or youth engagement initiatives.

REVIEW ARRANGEMENTS

This job description is not exhaustive and the emphasis of the role may change over time. It will be reviewed periodically and updated in consultation with the post holder.

HOW TO APPLY

To apply, please send your resume and a brief cover letter sharing your interest in our mission to allison.weinger@ort.org with Education Projects and Network Coordinator in the subject line.