Bangladesh Country Coordinator

Job Description & Personal Specification

Job Title	Bangladesh Country Coordinator
Department	Communications and Engagement
Reports	CEO
Accountable	CEO Department
Line Management	Communications & Engagement Officer, external contractors, creative partners, volunteers and interns.
Salary	Negotiable, depending on experience and qualifications.
Contract Type	Full-time, permanent
Location	Greater Sylhet, Bangladesh
Start Date	As soon as available

Organisation

Blackstone is a UK-registered charity dedicated to addressing poverty, improving education, improving access to healthcare, and supporting long-term community development. Operating in the UK and internationally, Blackstone works in partnership with local organisations and delivers zakat-compliant, values-led interventions rooted in dignity and sustainability.

This role sits within the Communications and Engagement Department, under the oversight of the CEO Dept, and contributes to cross-organisational strategic delivery through collaboration with the Executive Team. The department leads on public-facing communications, supporter engagement, campaign planning, volunteer mobilisation, brand management, and global partner content support, and volunteer engagement.

Purpose of the Role

The Country Coordinator – Bangladesh is responsible for coordinating the planning, implementation, monitoring, and reporting of Blackstone's programmes and projects in Bangladesh. The role helps ensure activities are delivered on time, within approved budgets, and in line with Blackstone's mission, policies, and commitments to communities.

The postholder will coordinate local partners and field activities, monitor progress against project plans, maintain accurate records, support financial and operational controls, and provide regular updates to the UK team. They will help identify risks and resolve delivery issues while ensuring that community engagement is respectful, inclusive, and culturally appropriate.

The role requires a highly organised and proactive individual with experience in project coordination, strong relationship-building and reporting skills, an understanding of local contexts in Bangladesh, and a clear commitment to safeguarding, accountability, and humanitarian values.

Key Responsibilities

Coordinate the planning and delivery of projects in Bangladesh in line with approved objectives, workplans, timelines, budgets, and donor requirements.

- Work closely with local implementing partners, community leaders, suppliers, and relevant stakeholders to support effective project delivery.
- Coordinate field activities, site visits, meetings, distributions, and other programme activities as required.
- Ensure programme activities are delivered in line with Blackstone's policies, agreed standards, local requirements, and safeguarding procedures.
- Keep project plans, implementation records, and operational procedures up to date, escalating issues and proposed changes to the relevant manager.

Partner and Stakeholder Coordination

- Build and maintain effective working relationships with local delivery partners, community representatives, service providers, and relevant authorities where appropriate.
- Communicate project expectations, schedules, and reporting requirements clearly to partners and follow up on agreed actions.
- Coordinate local logistics, procurement requests, suppliers, transport, venues, and materials in accordance with approved procedures.

Monitoring, Evaluation, Accountability and Learning

- Monitor project progress against agreed plans, targets, outputs, and indicators, and identify delays or delivery risks early.
- Collect and maintain accurate project data, beneficiary records, activity evidence, and supporting documentation in line with data protection requirements.
- Gather feedback from communities and beneficiaries, support complaints and feedback mechanisms, and help use learning to improve programme quality.
- Conduct regular field visits and prepare clear monitoring notes, action points, and follow-up reports.

Reporting and Documentation

- Provide timely and accurate updates to the Global Operations Manager and UK team on progress, challenges, risks, and planned activities.
- Prepare regular narrative reports, activity summaries, case studies, and other project documentation as required.
- Maintain organised records of project plans, partner agreements, site visits, procurement, expenditure, and delivery evidence for reporting and audit purposes.

Budget, Finance and Operations

- Support the preparation and monitoring of project budgets, track expenditure against approved allocations, and promptly flag variances.
- Check that expenditure and purchase requests are supported by appropriate documentation and approvals before submission.
- Coordinate practical arrangements for field activities and ensure resources are used efficiently and transparently.
- Handle beneficiary, partner, staff, and project information securely and in accordance with Blackstone's data protection policies and applicable local requirements.

Safeguarding, Risk and Compliance

- Identify and report operational, financial, security, safeguarding, and delivery risks, and support the implementation of agreed mitigation measures.
- Represent Blackstone professionally in meetings with partners and stakeholders and coordinate closely with relevant UK-based colleagues.
- Stay informed about local conditions and developments that may affect programme delivery, and advise the Global Operations Manager of relevant changes.
- Follow Blackstone's safeguarding, code of conduct, anti-fraud, health and safety, data protection, and incident-reporting procedures, escalating concerns promptly.

Person Specification

Experience and Knowledge (Essential)

- At least 3 years' experience in project coordination, programme implementation, operations, or a related role, preferably within a charity, NGO, or development organisation.
- Experience coordinating projects, field activities, or community-based programmes and tracking delivery against plans.
- Experience working with local partners, suppliers, community groups, or other external stakeholders.
- Experience preparing clear project updates, reports, meeting notes, and maintaining accurate records.
- Understanding of safeguarding, accountability to affected communities, confidentiality, and responsible handling of beneficiary information.
- Experience monitoring project activities, collecting data, documenting results, and identifying implementation issues.
- Good working knowledge of budgets, expenditure tracking, procurement, logistics, or administrative controls.

Experience and Knowledge (Desirable)

- Experience working for an international NGO, charity, humanitarian organisation, or faith-led organisation.
- Experience supporting development or humanitarian projects in Bangladesh, particularly in rural or underserved communities.
- Familiarity with donor-funded projects, monitoring and evaluation, and partner reporting requirements.
- Fluency in Bangla and strong written and spoken English.

Skills and Competencies

- Strong written and verbal communication skills in Bangla and English, including clear report writing.
- Ability to prepare accurate project reports, activity updates, meeting notes, and partner communications.
- Ability to coordinate multiple activities, follow workplans, and keep stakeholders informed of progress.
- Strong planning and project coordination skills, with the ability to manage several activities and deadlines at once.
- Ability to coordinate the work of local partners, suppliers, field teams, and volunteers as required.
- Ability to review project data, identify trends or gaps, and communicate progress and lessons learned.
- Professional and confident when communicating with communities, partners, and other stakeholders.
- Excellent interpersonal skills, with the ability to build trust and work collaboratively across cultures and teams.
- Ability to apply safeguarding and risk procedures and escalate concerns promptly.

Personal Attributes and Values

- Committed to Blackstone's mission, values, and ethical approach to humanitarian and community development work.
- Professional, trustworthy, and discreet when handling sensitive issues or information.
- Collaborative and open to feedback, learning, and continuous improvement.
- Self-motivated, reliable, and proactive, with the ability to take initiative and follow through on tasks.
- Culturally aware and respectful, with an understanding of local customs and community needs in Bangladesh.
- Comfortable working in a values-led, faith-informed, and humanitarian environment.

Working Conditions and Compliance

- Bangladesh-based role, with regular travel to project locations and field sites.
- Some evening or weekend work may be required to support field activities, community meetings, or urgent programme needs.
- Regular travel within Bangladesh is required; occasional international travel may be needed.
- Use of IT equipment and digital platforms in line with Blackstone's procedures.
- Appointment is subject to appropriate reference, background, and safeguarding checks, in line with applicable requirements.
- All staff are required to comply with Blackstone's Safeguarding, Equality, Data Protection, financial control, and other organisational policies.