Call for Expression of Interest for Programme Coordinator

Date of Issue: 5th September 2026

Closing Date: 18th September 2026

Application: Send Motivation Letter & CV to jesmond.friggieri@adminassociations.com & admin@adminassociations.com (include both emails)

Job Title: Full-Time Programme Coordinator (Health & Holistic Wellbeing School)
Reporting to: Principal/Vice Principal
Peer Reporting: Administration manager
Department: Academic Affairs
Sector: Education

Role Purpose

The Programme Coordinator is responsible for the **academic coordination, delivery oversight, and quality assurance** of assigned MLI programmes, ensuring alignment with **MFHEA standards, MQF/EQF frameworks, and MLI quality policies**.

Key Responsibilities

- Coordinate the **planning, delivery, and review** of assigned academic programmes in coordination with the Administration Manager, especially with lecturing staff for modules.
- Assist and coordinate where necessary academic activities to stimulate proper research both by lecturers and students and support students in their research.
- Liaise with lecturers, internal verifiers, and administrative staff to ensure **effective programme implementation** including timely corrections, difficulties arising from corrections, issues with student behaviour during lecturing, etc.
- Monitor **student progression, attendance, and assessment timelines** and ensure that when student have difficulties in their progression they will be supported appropriately and referred to the channel or person.
- Ensure assessments, learning outcomes, and teaching strategies remain **aligned with MQF level descriptors** collaborate with the Programme Design and Review Committee (PDRC).
- Support **programme accreditation, audits, and periodic reviews**, including preparation of documentation.
- Support the Internal Quality Assurance Committee in compiling the necessary quality assurance information and evidence.
- Coordinate student placements, liaise with placement providers, monitor placement progression and completion, ensure all placement documentation is completed, and follow up on placement-related issues, escalating matters to Administration/Principal where necessary.

- Address academic issues raised by students or lecturers and escalate where necessary.
- Contribute to continuous improvement through **feedback analysis and enhancement planning**.
- Attend relevant academic and committee meetings; coordinate Health and Holistic Wellbeing Lecturer's Meetings; programme progress reports; maintain minutes and action points where required; and provide regular updates to the Principal and Administration Manager.
- Lecturing in particular topics and as agreed according to the workload.
- Propose improvements to programme delivery, follow up on agreed improvement actions, and monitor student and lecturer feedback to contribute to programme enhancement and continuous improvement.
- Coordinate, organise, monitor students' thesis process including the ethical approval in coordination with the MLI Research and Ethics Committee.
- Any other tasks related to the programme delivery and implementation.

Key Competencies

- Strong organisational and coordination skills
- Knowledge of **MFHEA quality assurance requirements**
- Effective communication and stakeholder management
- Attention to academic detail and compliance

Qualifications & Experience

- A recognised qualification at **MQF Level 6 or higher** (or equivalent) in a Healthcare qualification preferably nursing. Applicants who do not have a Healthcare Qualification might be considered.
- Experience in **education administration, programme coordination,** and/or **academic delivery**
- Familiarity with **accreditation and quality assurance processes** is an asset
- Be proficient in Microsoft Applications, Google Drive and other platforms that are being used at MLI and LCTS Ltd
- Demonstrate the ability to coordinate multiple stakeholders while effectively managing competing priorities and deadlines.
- Sound knowledge of assessment methods, module design, and programme development
- Experience in blended and / or online learning delivery is an asset
- Previous lecturing experience at MQF Levels 5–8 (preferred)
- Ability to apply academic teaching to the industry
- Strong interest in research experience

Salary: Negotiable

Working Hours: Monday to Friday: 7.30am-4.00pm

Role Requirements: requires flexibility, attending meetings out of working hours, attend MLI events out of working hours (like graduation) and adapt where necessary.