



Job Description

Programme Technology & Innovation Coordinator

ABOUT THE ROLE

Teach For Portugal is growing and our systems need to grow with us. We're looking for a curious, proactive person with a builder's mindset to take ownership of our digital tools, streamline processes, and free up the team to focus on what matters most: impact.

This is an intentionally broad, cross-functional role. We're not looking for a specialist. We're looking for a sharp, AI-forward generalist who can move fast, prioritise ruthlessly, and build things that actually get used, with autonomy and visibility across the whole organisation.

You'll work at the intersection of technology and education equity, directly shaping how we operate and scale our mission across Portugal. As our first dedicated technology hire, you will also help us establish the practices and standards that ensure our systems are safe, scalable, and built to last beyond any one person. The role reports to the Programme Manager and operates across all teams.

WHAT YOU'LL DO

- Be the internal go-to for tech questions, working closely with every team to understand how they work, where the friction is, and how to fix it.
- Gather requirements before building, interviewing teams and mapping real needs so solutions are shaped by the people who will use them.
- Lead the transition of workflows and processes onto Coda.io, rebuilding them better and bringing people along with you.
- Build and maintain clean, scalable databases and dashboards that help the team make better decisions, faster.
- Build and manage automations and integrations across our tools, connecting platforms, reducing repetitive tasks, and making information flow where it needs to go.
- Integrate AI-powered workflows into day-to-day operations and evaluate emerging AI tools that can multiply the team's capacity with minimal cost.
- Own the change management process end to end, from training and documentation to building the relationships that make adoption stick.
- Identify and track clear metrics for each tool or system you implement, so we can measure whether it is actually working and improve it over time.

- Help build internal capacity across the team, sharing knowledge, documenting systems, and creating the conditions for people to become more digitally confident over time.
- Ensure data security, privacy compliance, and safeguarding standards are embedded into all systems, particularly those handling sensitive information about children, fellows, and partners.
- Continuously audit our tool stack and propose improvements or new additions where needed.

WHAT WE'RE LOOKING FOR

Essential

- Ability to learn complex digital tools very quickly. We care more about how you learn than what you already know.
- Systems thinking: you can look at a messy process and immediately see where the problem is.
- Hands-on experience with automation tools (Zapier, Make, or similar). You've actually built workflows, not just read about them.
- Experience building and structuring databases and live reports. You understand data relationships, clean inputs, and good information architecture.
- Ability to connect tools through integrations, no-code connectors, or APIs. You don't need to write code, but you know how to make platforms work together.
- Practical, daily use of AI tools that goes beyond experimentation. You've used AI to build or meaningfully improve something real.
- Strong communication and collaboration skills. You can explain technical things to non-technical people without losing them, across different teams and working styles.
- Strong prioritisation skills. You can manage multiple live projects and protect time for strategic work without dropping the ball on day-to-day support.

Nice to Have

- Experience with Coda.io (our main platform, a significant plus).
- Experience with OutSystems (our recruitment platform, a significant plus).
- Comfort using AI-assisted development tools (Claude Code, Cursor, Replit Agent) to build functional prototypes.
- Experience with prompt engineering, AI-assisted workflows, or deploying AI agents for internal productivity.



WHAT WE'RE LOOKING FOR

- What matters is that you're already building things independently and you've proven you can learn fast. You produce production-ready solutions, not prototypes that need rebuilding. You think about what happens after you hand something over: who maintains it, how it's documented, whether it survives beyond you.
- You have strong business analysis instincts. Before you build, you ask the right questions. You synthesise what different people need and find solutions that work for everyone, not just the loudest voice in the room.
- You have a portfolio of things you've actually built, automations, databases, dashboards, integrations, even from side projects or university work. You use AI as a daily productivity multiplier, not just an experiment.
- And you're genuinely excited by the intersection of technology and social impact.

WHAT WE OFFER

- The breadth of what you'll build here would take years to accumulate in a more specialised role. This is a genuine foundation for what comes next in your career.
- A mission-driven team with a strong culture of accountability and real autonomy.
- The chance to build systems from scratch, not just maintain what already exists.
- Direct exposure to a global network of education organisations across 60 countries, and the opportunity to contribute to thinking that goes beyond Portugal.
- Compensation aligned with the social sector in Portugal.
- Hybrid working model.

The role reports directly to the Program manager and operates across all teams.

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