

Job Title	Project Delivery Assistant		
Directorate or Region	Americas	Department/Country	Education Services
Location of post	Mexico City, Mexico	Pay Band	K (consultancy, half time)
Reports to	Project Manager Schools	Duration of job	10 months

- **Purpose of job:** To manage the delivery of the mobility programme for Language Assistants

Context and environment:

Mexico is one of the world's largest emerging economies with an increasingly important international voice, and remains a priority country for the UK government. Mexico faces a number of challenges in improving the quality of its basic and vocational education systems which have nearly 30 million students. The UK is well placed to provide curriculum development advice, policy development guidance through policy dialogues and capacity building in areas such as English language teaching, school leadership, core and 21st century skills, quality assurance and teacher education to help raise standards.

We aim to grow our presence and significantly extend the impact of our work in Schools in Mexico, building on existing partnerships and contracts particularly in English. This post will be will be a fundamental post for the effective and efficient delivery of the Language Assistants mobility programme.

(Programme information can be found at
<https://www.britishcouncil.org.mx/programas/educacion/asistentes-idiomas>)

Accountabilities, responsibilities and main duties: *(including people management and finance)*

All duties must be carried out in line with the corporate Code of Conduct, Equality, Diversity and Inclusion, IT, Child Protection, Environmental and all other relevant corporate policies.

Responsibilities and duties will include:

Project Planning and Delivery

- To be responsible for the delivery of all operational and administrative tasks related to the Language Assistants programme (review documentation, events logistics, creation of contact tree).

Monitoring and Evaluation

- To monitor the state of all Language Assistants in terms related to their safety, administrative tasks and relationship with their host institutions.
- To ensure quality feedback is captured and assessed when appropriate.
- To ensure the regular flow of relevant information is delivered in time.
- To ensure all assistants complete the internal evaluation.

Communication with internal and external contacts:

- To be the main contact point between the Language Assistants and the British Council
- To support the Project Manager with the communication of external contacts.

- Incoming requests for information are dealt with adequately and in a timely manner, or are passed on to relevant member of project team for follow-up.
- Outgoing communication with internal and external clients is delivered on time and conforms to needs by department activities and consultants. Problems are immediately solved or communicated to the relevant member of the team
- Maintain an accurate and up-to-date database of contacts engaged within the portfolio of projects

Key relationships: (include internal and external)

The post holder will work with a range of stakeholders, both internal and external.

Internal:

British Council Mexico

Head of Basic Education, Project Manager Schools, Project Officer Schools and other British Council offices.

Other British Council UK ; Global Schools strand leads (UK),

External:

Ministry of Education, COMEXUS, Higher Education Institutions and local education authorities.

Please specify any passport/visa and/or nationality requirement.

Right to Work in Mexico.

Please indicate if any security or legal checks are required for this role.

The individual appointed for this post must provide a clear Background Check

Person Specification: This section sets out the selection criteria used for short listing. These criteria are classed as either essential or desirable. Essential criteria are always used in assessment.

No more than eight criteria should be listed as essential under the headings of behaviours, skills & knowledge and experience. We recommend that a maximum of four desirable criteria can be added.

	Essential	Desirable	Assessment stage
Behaviours	Creating shared purpose - essential Connecting with others – essential Working together - essential Being Accountable – essential Making It happen – essential Shaping the future – essential		Interview only
Skills and Knowledge	Managing people Level 1		Short listing and Interview

	<p>Managing projects Level 1</p> <p>Managing risk Level 1</p>		
Experience	<ul style="list-style-type: none"> • Experience in budget management. • Experience in customer relations management building relationships with them 		Short listing and/or Interview
Qualifications	<ul style="list-style-type: none"> • Ability to operate in Spanish (both written and spoken) at a business level. Non-native speakers should demonstrate a B2 level CEF • IELTS 6.5 or equivalent English Language qualification <p>University degree in relevant field</p>		Short listing and interview

Submitted by	Dalia Carrizoza, Project Manager Schools	Date	11-04-2018
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