

**Job Description**
**Ref no:**

Job Title	Project Manager - Society		
Directorate or Region	Americas	Department/Country	Education Services
Location of post	Mexico City, Mexcio	Pay Band	G
Reports to	Head of Society	Duration of job	2 years, renewable on mutual consent and dependant on funding availability

***Purpose of job:***

- To support in delivering the British Council's Society strategy for Mexico by managing our portfolio of social development programmes.
- To contribute to more inclusive, open and prosperous communities in Mexico by delivering a range of products and services alongside traditionally marginalised communities, in line with sector priorities and policies.
- To develop new and strengthen existing partnerships with social development agencies in the UK, Mexico and within the Americas.
- To manage projects efficiently, meeting impact and financial targets, ensuring Society projects are delivered to high quality standards at all times, and ensuring that customer needs, preferences and expectations are met.

***Context and environment:***

The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

We work with over 100 countries across the world in the fields of English language, arts and culture, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

In addition to our teaching and exams businesses, we deliver a range of projects in English, the Arts, Education and Society, and significant consultancy and teacher training programmes for both public and private sectors. In Mexico we receive significant amounts of UK state aid but an increasing share of our finances is generated through income.

The overarching aim of the Society department is to contribute to more inclusive, prosperous and safe communities around the world and specifically here in Mexico. Mexico faces a number of challenges in strengthening governance and civil society, social enterprise, women and girl's empowerment as well as access to justice, security and conflict resolution. These are specific areas where the British Council seeks to contribute with the hope of supporting these areas in the Mexican context.

We aim to grow our presence and significantly extend the impact of our work in the area of social development in Mexico. This post will be responsible for delivering projects with a view to positioning the British Council Mexico for future co-funded and paid-for work.

***Accountabilities, responsibilities and main duties:***

*(including people management and finance)*

In line with EDI, Child Protection, and other overarching corporate policies:

**Accountabilities:**

- Delivers British Council Society programmes, which include but are not limited to [Active Citizens](#), [Building Movements](#) and [Future Leaders Connect](#).
- Identifies and pursues strategic business or partnership opportunities in the social development sector.
- Ensures activity is compliant with either GPF or FCR financial management guidelines, depending on the nature of the project.
- Demonstrates initiative, accountability, determination and commitment to British Council values.

**Responsibilities:**

- Society project management:
  - Ensures British Council products and services are delivered with excellence, focusing on customer satisfaction, and complying with methodological, academic and administrative regulations.
  - Implements quality assurance processes to guarantee British Council standards are fully met (evaluating both products and people).
  - Delivers projects to agreed standards; robustly monitoring project management (planning, implementation, monitoring and evaluation).
  - Contributes to the design of high quality projects for private and public social development institutions.
- Financial accounting and planning of projects:
  - Performs planning/forecasting functions to ensure that up-to-date forecasts of project income and expenditure are maintained and that budgets are accurately managed.
  - Reports and registers income in-kind through appropriate mechanisms and with evidence as per policy.
  - Produces monthly cash flow estimates which accurately reflect project expenditure requirements.
  - Runs financial reports to verify charges and identify/correct mischarges/omissions promptly, as part of risk control procedures.
  - Raises and/or approves purchase orders for operational expenditure items.

**Main Duties:**

- Project planning, monitoring and evaluation:
  - Uses appropriate tools to plan, monitor and evaluate projects.
  - Ensures quality feedback is collected, analysed and reported as appropriate, with a focus on customer satisfaction and quality of services.
  - Ensures the regular flow of relevant information and delivers media related activity for all projects managed according to plan.
  - Manages relationships with key internal and external stakeholders.
- Project delivery:
  - Coordinates and oversees the implementation of projects.
  - Supports Head of Society to recruit and select agencies, partners and consultants to deliver projects.
  - Liaises with internal and external stakeholders to ensure efficient delivery of projects.
  - Communicates effectively and efficiently to the project team and to all external stakeholders.
  - Identifies, assesses and reports risks to meet project objectives.

- Procurement and contractual processes:
  - Procures external suppliers, vendors and partners when needed, in line with British Council Procurement Policy.
  - Generates, reviews and monitors contracts of vendors connected to projects following British Council contract models.
  - Follows up on payment to suppliers and vendors.
- Marketing and promotion:
  - Identifies market opportunities for British Council products and services, and contributes to writing proposals for potential customers.
  - Provides relevant texts for the British Council regional intranet, country website and other media (including digital and social media) as needed.
- HR management:
  - Manages operational project teams (which may include officers, coordinators and assistants, as well as external consultants) to ensure efficient delivery of projects.

**Key relationships:** (include internal and external)

Internal: Country Director; Director Education Services; Heads of Society; Project Officer(s) and Assistant(s); Head of Marketing and Communications; Finance and Support Team.

External: Federal and State ministries, relevant UK social development sector contacts, governmental and non-governmental funding bodies, Embassy social development lead.

**Other important features or requirements of the job**

Availability to travel. Some weekend work and unsocial hours may be required.

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.	Yes

**Person Specification:**

	Essential	Desirable	Assessment stage
<b>Behaviours</b>	Making it happen – more demanding Working together – more demanding Being accountable – more demanding	Connecting with others – more demanding Creating shared purpose – essential Shaping the future – essential	Shortlisting and interview
<b>Skills and Knowledge</b>	Project and Contract Management – Level 2: Development and Delivery Context market and stakeholders Monitoring, evaluation and	Computer Skills – Level 2: SAP	Short listing and/or Interview

	<p>reporting</p> <p>Financial Planning and Management – Level 2:          Planning and Forecasting          Monitoring and Reporting          Risk          Management Marketing and</p> <p>Customer Service – Level 2:          Understanding potential markets / customers          Understanding customer needs          Responding to customer needs          Obtaining evaluation and feedback</p> <p>Computer Skills – Level 2:          Outlook          Word          Excel</p>		
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>• Proven experience of project management and delivery.</li> <li>• Relevant finance management experience.</li> <li>• Solid understanding of the social development sector in Mexico.</li> <li>• Solid understanding of social context in Mexico including the challenges facing communities throughout the country.</li> <li>• Knowledge of the UK social development sector.</li> <li>• Experience of setting up quality assurance processes, monitoring and evaluation and impact analysis.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience as team leader is highly desirable.</li> <li>• Relevant marketing and promotion experience, particularly in the social development sector.</li> </ul>	Short listing and/or Interview
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• University degree in International Development, International Relations, Global Studies, Business Administration or related fields.</li> <li>• Ability to operate in English and in Spanish (both written and spoken) at a business level. Non-native speakers of English or Spanish should demonstrate a CEFR C1 level in their non-native language.</li> </ul>	<ul style="list-style-type: none"> <li>• Project Management qualification</li> </ul>	Short listing and/or interview

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Submitted by	Jennifer Cosgrave – Head of Society	Date	Wednesday 4 <sup>th</sup> October 2017
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