

Job Title	Project Assistant, Education Services		
Directorate or Region	Americas	Department/Country	Mexico
Location of post	Mexico City	Pay Band	J
Reports to	Head of Higher Education Distance Programmes	Duration of job	1 year

Purpose of job:

To provide overall administrative support to the Education Services team.

Context and environment:

Mexico is one of the world's largest emerging economies with an increasingly important international voice. The British Government has expressed its wish to considerably strengthen its relationship with Mexico across all areas.

In Education Systems Mexico, we deliver 20,000 class hours to over 6,000 students and engage 10,000 teachers with English Language Teaching methodology every year. We deliver quality professional development to teachers from public universities through our MA and PhD programmes and support the ELT sector in Mexico through our annual national conference, BBELT. We support the development of teachers and students impacting more than 36,000 lives with our Core Skills programme and we broaden the international experience of pupils in more than 300 schools in the UK and Mexico through our Language Assistants programme, which has been running for over 30 years.

The role of Projects Assistant, Education Services will be a fundamental support to the effective and efficient delivery of all our projects.

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

Accountabilities:

- Ensuring that Equality Diversity and Inclusion (EDI), Child Protection, Data Protection, Health and safety policies activities are completed in all projects
- Ensure that all parts of the operation delivered are conforming to the minimum British Council Control and Compliance standards.
- Ensure that all financial transactions processed are appropriate, have a valid business purpose, and are in line with BC policy

Responsibilities:

- Complete and deliver all necessary aspects needed for events (including BBELT and pre-conference event), meetings and training sessions are arranged and in place.
- Maintain an excellent control over materials and equipment stock.
- Provide support for budget management and reporting with activities related to procurement, sales and distribution, travel and expenses.
- Fulfil activities to measure the impact, quality and effectiveness of project our projects.
- Prepare, fill and keep safe all routine documentation for projects.
- Produce and maintain records and databases up to date.
- Fulfil contracts and agreements with vendors and suppliers after conducting the procurement process.

Main Duties:

Duties must be done in line with Equality Diversity and Inclusion, Data Protection, Child Protection, green policies and any other relevant corporate policy.

General support to ES projects: Duties include but are not limited to:

- Support delivering all aspects of logistics for events (including BBELT and pre-conference event), meetings and training sessions, including those where travel is required, within the timetables agreed with project manager and in collaboration with partners, external suppliers and stakeholders.
- Prepare, fill and keep safe all routine documentation for project proposals, contracts, agreements, etc. in agreement with information provided and British Council policies.
- Support preparing reports related to the evaluation and the effectiveness of project outputs to enable the ES project team to repeat success and improve quality in line with the country regional strategic objectives.
- Ensuring that Equality Diversity and Inclusion (EDI), Child Protection, Data Protection, Health and Safety policies are included in all projects from the planning stage, contracts, venues, materials till the delivery.
- Controlling ES materials and equipment stock.
- Preparing routine documentation and processes for consultants' recruitment and all records and databases up to date.
- Support with production of promotional materials, printing media, production of stands, digital according with the brand guidelines.
- Handle incoming and outgoing communication with internal and external clients and with consultants timely and according to department's needs and activities.

Provide support for budget management: Duties include but are not limited to:

- Complete procurement processes and add suppliers in SAP according with British Council policies.
- Receive timesheets and receipts from consultants and prepare for approval by Project Managers for payment.
- Raise Purchase Orders for payments to suppliers and consultants keeping a close monitoring to ensure payments comply with financial control and compliance corporate standards.
- Raise sales orders on SAP according to policies and agreed dates in contracts.
- Complete income collection, identification and reconciliation according with local finance figures.
- Prepare monthly reports of expenditure, payments and income status for revision and sign off.

Key relationships: (include internal and external)

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

- Internal: ES team, Finance team, Projects Managers, Director Finance and Resources Manager.
- External: Staff, consultants, suppliers, partners, vendors, clients.

Other important features or requirements of the job

Unsocial hours and weekend work may be required

Travel 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: 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.

	Essential	Desirable	Assessment stage
Behaviours	Connecting with others – essential Working together - essential Being Accountable – essential Making It happen – essential		Interview

Skills and Knowledge	<p>Planning and organising – Level 1 Able to plan own work over short timescales for routine or familiar tasks and processes.</p> <p>Communication Skills – Level 1 Reading and writing skills Speaking and listening skills Knowledge sharing</p> <p>Financial planning and management- Level 1 Receipts process Payment process</p> <p>Marketing and Customer Service- Level 1 Understanding British Council and its values Understanding customer needs Responding to customer needs.</p>	<p>Computer Skills– Level 1 Able to use office software and British Council systems to do the job and manage documents or processes. (SAP, Outlook, Word, Excel - CMS (Drupal, Wordpress, etc.)</p>	<p>Short listing and Interview</p>
Experience	<ul style="list-style-type: none"> • Proven administration and finance experience. • Events management experience. 	<p>Experience of working in the ELT sector, preferably in teacher training programmes or publishing.</p> <p>Marketing and communication experience.</p>	<p>Short listing and/or Interview</p>
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 C1 level CEF. • Ability to operate in English (both written and spoken) at a functional level. Non-native speakers should demonstrate a A2 level CEF. • Business Administration degree or equivalent. 		<p>Short listing and/or interview</p>

Submitted by	Patricia E. Millán Arroyo	Date	November 2017
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