

Job Title	Challenge Fund Assistant (Consultant)		
Directorate or Region	Americas	Department/Country	Education Services
Location of post	Mexico City, Mexico	Pay Band	J (consultancy)
Reports to	Project Manager Schools	Duration of job	6 months period

- **Purpose of job:** To help manage the delivery of the Core Skills Online Community project

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 arts and culture, English language, 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.

The post holder will be a fundamental support to the effective and efficient delivery of the Core Skills Online Community project.

(Programme information can be found at <https://www.britishcouncil.org.mx/desarrollo-de-habilidades-del-siglo-xxi>)

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:

- Complete and support all necessary administrative and logistical activities for the Core Skills Online Community project.
- Maintain excellent control over materials and equipment stock.
- Provide support for budget management and reporting on activities related to procurement, sales and distribution, travel and expenses.
- Prepare, file and keep safe all routine documentation.
- Produce, maintain and keep up to date records and databases.
- Any other administrative or logistical activity required for the successful delivery of the Core Skills Online Community project.

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.

The Challenge Fund Assistant will be expected to:

- Support the delivery of all aspects of the logistics for events, meetings and information sessions, including those where travel is required, within the timetables agreed with project managers and in

- collaboration with partners, external suppliers and stakeholders.
- Prepare, file 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 Education Services project team to continue delivering with success of our programmes and improve quality in line with the country and regional strategic objectives.
- Prepare routine documentation and processes for consultants' recruitment as well as keep all records and databases up to date.
- Support with production of POP or online materials according to brand guidelines.
- Handle incoming and outgoing communication with internal and external clients as well as consultants in a timely fashion and according to department's needs and activities.

Provide support for budget management: The Challenge Fund Assistant will be expected to:

- Complete procurement processes and add suppliers to SAP in accordance with British Council policies.
- Receive timesheets and receipts from consultants and prepare for approval by Project Manager for payment.
- Raise Purchase Orders for payments to suppliers and consultants ensuring that payments comply with financial corporate standards.
- Prepare monthly reports of expenditure, payments and income status for revision and sign off.

Communication with internal and external contacts:

- 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: Education Services team, Finance team, Projects Managers, Director Finance and Resources Manager.

External: Staff, consultants, suppliers, partners, vendors, clients.

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.

	Essential	Desirable	Assessment stage
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Behaviours	<p>Creating shared purpose - essential Connecting with others – essential Working together - essential Being Accountable – essential Making It happen – essential Shaping the future – essential</p>		Interview only
Skills and Knowledge	<p>Project Management – Level 1</p> <p>Works with project management systems and procedures, and has a track record of compliance with them as a project team member.</p> <p>Communicating and Influencing – Level 2</p> <p>Displays good listening, writing and speaking skills, setting out logical arguments clearly and adapting language and form of communication to meet the needs of different people/audiences.</p> <p>Planning and organising – Level 2</p> <p>Organises own work over weeks and months, or plans ahead for others, taking account of priorities and the impact on other people.</p> <p>Managing finance and resources – Level 2</p> <p>Uses corporate financial systems and processes appropriately as part of the job and on behalf of a team.</p> <p>Computer Skills– Level 2</p> <p>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>Basic understanding of design and online platform requirements.</p>		Short listing and Interview
Experience	<ul style="list-style-type: none"> • Minimum 1 year proven administrative and finance experience • Minimum 1 year proven experience leading or being part of online platforms (IT and design) 	<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 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. 		Short listing and interview
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Submitted by	Dalia Carrizoza, Project Manager Schools	Date	02-10-2017
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