

Job Description
Ref no:

Job Title	Projects Coordinator, Basic Education		
Directorate or Region	Americas	Department/Country	Education Services
Location of post	Mexico, Mexico City	Pay Band	External consultant
Reports to	Project Manager, Basic Education	Duration of job	Per project

Purpose of job: To provide academic and logistics support for the delivery of our programme for Education Services in Mexico by coordinating our English Language Teaching projects, especially those for Public Education Systems and Self-Access Learning.

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.

In addition to our teaching and exams businesses, we deliver a range of projects in English, the Arts, Education and Society, and substantial 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 comes from locally generated income.

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 Basic Education in Mexico, building on existing partnerships and contracts particularly in English. This post will be will be a fundamental support post for the effective and efficient delivery of the Education Services strategy.

Accountabilities, responsibilities and main duties:

Accountabilities:

- Ensure that Equality Diversity and Inclusion (EDI), Child Protection, Data Protection, Health and Safety policies activities are completed in all projects.
- Ensure projects meet the academic requirements needed.
- Ensure that all parts of the operation delivered are conforming to the minimum British Council Control and Compliance standards.

Responsibilities:

- Being accountable for all the activities related to the academic control of the project.
- Be the main point of contact between the British Council and the external consultants.
- Cascade the British Council policies and processes with external consultants.
- Fulfill activities to measure the impact, quality and effectiveness of our projects.

Main Duties

General Support to ES projects. Duties include but are not limited to:

- Verify consultants' arrival (to the venue and to their house) for security reasons.
- Verify that the venues are in optimal conditions for the delivery of the courses.
- Give administrative support to external consultants: verify payments and reimbursements, for example.
- Maintain communication with venue coordinators.
- Receive and organize attendance lists (administrative and academic).
- Review and select appropriate materials for the delivery of the course.
- Produce academic materials for the course (if needed)
- Coordinate and supervise academic activities: verify that the course guidelines and methodology are followed accordingly.
- Give academic advice to consultants: search for and share didactic materials, for example.
- Supervise the quality of the course: by analysing and processing information included in the mid-term surveys, and by carrying out class observations.
- Write a final report to the authorities, including main findings about the course delivery and results.
- Other logistic activities related to the delivery of the course: taxi schedules, for example.
- Provide customer service to external consultants and client.

Key relationships:

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

-Internal: Director of Education Services, Head of Basic Education, Project Managers, Project Officer, Project Academic Coordinators and Project Assistants.

-External: Consultants, trainers, partners, clients.

Other important features or requirements of the job

Unsocial hours and weekend work may be required.

Travel within Mexico 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, background checks (Carta de no antecedentes penales, according to the Mexican law)

Person Specification:

	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 Timescale for routine or familiar tasks</p> <p>Communication Skills – Level 1 Reading and writing skills Speaking and listening skills Knowledge sharing</p> <p>Computer Skills– Level 1 Able to use office software and British Council systems to do the job (Outlook, Word, Excel)</p> <p>Marketing and Customer Service- Level 1 Understanding British Council and its values Understanding customer needs. Responding to customer needs.</p>		Short listing and Interview
Experience and Knowledge	<p>Proven experience delivering or coordinating English courses.</p> <p>Experience of working in the ELT sector, preferably in teacher training programmes or publishing.</p>	<p>Proven experience managing staff.</p> <p>Proven experience coordinating large scale teaching programmes.</p> <p>Knowledge or experience in logistics.</p>	Short listing and Interview
Qualifications	<p>Ability to operate in Spanish (both written and spoken) in a business level. Non-native speakers should demonstrate a C1 level CEF.</p> <p>Ability to operate in English (both written and spoken) at a business level. Non-native speakers should demonstrate a C1 level CEF.</p> <p>Academic qualifications: -Teacher Training Course -TKT</p>	<p>BA in ELT ICELT certification</p>	Short listing and interview

	-Language certificate such as: FCE or CAE		
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Submitted by	Denise Valenzuela Project Manager, Basic Education	Date	April 2018
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