

Role Title

Project Manager Creative Economies / Social Enterprise

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Optional	G	Mexico City	1 year, renewable on mutual consent	Head of Arts

Role purpose

- To support in delivering the British Council's Creative Economies / Social Enterprise strategy, including Creative Collective, a major new multi-year programme launched in February 2019
- To develop new and strengthen existing partnerships with the creative industries and social enterprise sectors in the UK and in Mexico.
- To manage projects efficiently, meeting impact and financial targets, ensuring projects are always delivered to high quality standards, and ensuring that stakeholder needs, preferences and expectations are met.

About us

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.

Geopolitical/SBU/Function overview:

In Mexico there are no established figures to measure the whole of the creative economy, however, according to INEGI, the culture GDP in 2017 was estimated at \$661.5 billion pesos, 3.2% of the country's GDP. Mexico faces many challenges in improving the resilience of its creative economies sector. Many of the jobs that have built the Mexican economy to date have tended to be based on lower skilled manufacturing labour. This was advantageous for Mexico's emerging economy during its early development but cannot be sustained as these jobs start to become automatized and/or move to the newest low-cost production market. One option for Mexico is to continue to move towards more creative and entrepreneurial approaches to employment and societal issues. Moreover, creative and social enterprises have a track record of delivering a higher percentage of jobs for women, including leadership roles.

As a global leader in the creative economies (for example, the UK creative industries generate 91.8 billion GBP per year) the UK is well placed to support Mexico and develop partnerships between the

two nations. Within this context, the British Council is interested in ensuring social and creative entrepreneurs in Mexico can innovate, create and grow their businesses thus contributing to strengthening inclusive, sustainable and equitable growth for all. We aim to grow our presence and significantly extend the impact of our work in the creative economies, building on existing partnerships and contracts particularly in our Arts and Society portfolio. This post crucially important to the delivery of the country strategy.

Main opportunities/challenges for this role:

• Creative Economies / Social Enterprise Project Management:

- Ensures British Council products and services are delivered with excellence, focusing on stakeholder satisfaction, and complying with programme, 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 public 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.

• 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.

Main Accountabilities:

- Delivers British Council Creative Economies / Social Enterprise strand in Mexico and contributes to regional programmes where needed
- Identifies and pursues strategic business or partnership opportunities in the creative economies and social development sectors.
- 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.

Key Relationships:

Internal:

Country Director; Head of Arts; Project Officer(s) and Assistant(s); Head of Society; Head of Marketing and Communications; Finance and Support Team; relevant UK Arts and Society teams

External:

Federal and State ministries of arts, culture, industry, employment and development, relevant UK creative economy sector contacts, academic contacts (trainers, consultants, authors, etc).

Other important features or requirements of the job Availability to travel. Some weekend work and unsocial hours may be required.

Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	Right to work in Mexico	Shortlisting
Direct contact or managing staff working with children?	No	N/A
Person Specification:		Assessment stage
Language requirements		
Essential	Desirable	Assessment Stage
Ability to operate in English and in Spanish (both written and spoken) at a business level.	Project Management qualification.	Shortlisting / Interview

Non-native speakers of English or Spanish should demonstrate a CEFR C1 level in their non-native language.		
Qualifications		
<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
University degree in creative arts, design, cultural management, communications, international relations / development, business administration or related fields.	Data science, data base management	Shortlisting
Role Specific Knowledge & Experience		
<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> • Proven experience of project management and delivery. • Relevant finance management experience. • Proven experience of working in the creative economies sector. • Relevant marketing and promotion experience, particularly in the creative economies sector. • Experience of setting up quality assurance processes. 	<ul style="list-style-type: none"> • Experience as team leader is highly desirable. • Knowledge of the UK creative economies sector 	Shortlisting and interview
British Council Core Skills		<i>Assessment Stage</i>
<p>1. Managing projects – Level 3 Analyses requirements with the sponsor/stakeholders, defining the specification with awareness of equality and diversity impact, planning, revising, implementing and evaluating on small-to-medium scale and/or low risk projects.</p> <p>2. Planning and organising – Level 2 Organises own work over weeks and months, or plans ahead for others, taking account of priorities and the impact on other people.</p> <p>3. Managing Finance and Resources – Level 3 Monitors and controls an agreed budget within a defined area, producing reports and analyses and contributing to planning.</p> <p>4. Managing Risk – Level 1 Demonstrates understanding of risk management policies and procedures and record of following them.</p> <p>5. Managing Accounts and Partnerships – Level 2 Communicates regularly with diverse stakeholders, customers and/or partners to build mutual understanding and trust.</p>		Shortlisting and Interview
British Council Behaviours		<i>Assessment Stage</i>
<p>Making it happen (more demanding)</p> <p>Working together (more demanding)</p> <p>Being accountable (more demanding)</p> <p>Connecting with others (more demanding)</p>		Interview
Prepared by:		Date:
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