

Job Title	Project Manager, Education Services		
Directorate or Region	Mexico	Department/Country	Education Services
Location of post	Mexico City	Pay Band	G
Reports to	Head of Basic Education	Duration of job	2 years, renewable on mutual consent

***Purpose of job:***

- To support in delivering the British Council's Education and Society strategy for Mexico by managing our English Language Teaching projects, especially those for Public Education Systems and Self-Access Learning.
- To develop new and strengthen existing partnerships with the English Language Teaching sector in the UK and in Mexico.
- To manage projects efficiently, meeting impact and financial targets, ensuring 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.

Mexico faces a number of challenges in improving the quality of its basic and vocational education systems which have nearly 30 million students, and 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 21<sup>st</sup> 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 Schools in Mexico, building on existing partnerships and contracts particularly in English. This post crucially important to the delivery of the Education Services strategy.

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

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

***Accountabilities:***

- Delivers British Council English Language Teaching programmes.
- Identifies and pursues strategic business or partnership opportunities in the ELT 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:**

- Education project management:
  - Ensures British Council products and services are delivered with excellence, focusing on customer satisfaction, and complying with 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.

### **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 Basic Education 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 Basic, Higher and Distance Education; Project Officer(s) and Assistant(s); Head of Marketing and Communications; Finance and Support Team.  
 External: Federal and State ministries of education officials, relevant UK education 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.

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>	<ul style="list-style-type: none"> <li>• Making it happen (<b>more demanding</b>)</li> <li>• Working together (<b>more demanding</b>)</li> <li>• Being accountable (<b>more demanding</b>)</li> </ul>		Shortlisting and interview
	<ul style="list-style-type: none"> <li>• Connecting with others (<b>more demanding</b>)</li> <li>• Creating shared purpose (<b>essential</b>)</li> <li>• Shaping the future (<b>essential</b>)</li> </ul>		Requirements of the job, but <u>not</u> assessed for recruitment purposes.
<b>Skills and Knowledge</b>	<p><b>1. Managing projects – Level 3</b>            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><b>2. Managing Finance and Resources – Level 3</b>            Monitors and controls an agreed budget within a defined area, producing reports and analyses and contributing to planning.</p>	<p><b>1. Managing People – Level 2</b>            Supervises people doing similar jobs to deliver short term tasks to agreed quality and time standards.</p> <p><b>2. Planning and organising – Level 2</b>            Organises own work over weeks and months, or plans ahead for others, taking account of priorities and the impact on other people.</p> <p><b>2. Communicating and</b></p>	Short listing and Interview

	<p><b>3. Managing Risk – Level 1</b> Demonstrates understanding of risk management policies and procedures and record of following them.</p> <p><b>4. Using Technology – Level 1</b> Able to use office software and British Council systems to do the job and manage documents or processes.</p> <p><b>5. Managing Accounts and Partnerships – Level 2</b> Communicates regularly with diverse stakeholders, customers and/or partners to build mutual understanding and trust.</p>	<p><b>Influencing – Level 1</b> Listens to others and expresses self clearly, with grammatical accuracy and awareness of a diverse audience in speaking and writing.</p>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven experience of project management and delivery.</li> <li>• Relevant finance management experience.</li> <li>• Proven experience of working in the ELT sector, preferably in teacher training programmes.</li> <li>• Relevant marketing and promotion experience, particularly in the education sector.</li> <li>• Experience of setting up quality assurance processes.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience as team leader is highly desirable.</li> <li>• Experience of supervising groups of teachers and/or trainers.</li> <li>• Teaching and teacher training experience.</li> <li>• Setting up, administering and delivering and/or evaluating online learning.</li> <li>• Knowledge of the UK education sector.</li> </ul>	Short listing and Interview
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• University degree in Education Management, Pedagogy, 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>• Teaching qualification and/or postgraduate certificate in ELT.</li> <li>• Project Management qualification.</li> </ul>	Short listing  Interview

Submitted by	Iveth Pompa	Date	April 2018
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