

Job Title	Projects Assistant - English Language, Education and Society		
Directorate or Region	Americas	Department/Country	Mexico
Location of post	Mexico City	Pay Band	J
Reports to	Project Manager - Society	Duration of job	One year contract

Purpose of job:

To provide overall administrative support to the English Language, Education and Society team.

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 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 remains a priority market for the UK Higher education sector. It constitutes a large market of universities, individuals, both professionals and students, keen to enhance their educational qualifications and improve their prospects in the job market. There is demand for high quality in education, both where directly paid for and in the state education system, in areas where the UK can make significant contributions.

We are currently revising the nature and purpose of our services to the education sector; we aim to grow our presence and impact in this key area of Mexico's reform agenda and position British Council Mexico for future co-funded and paid-for work. This post will support the delivery of the paid-for services offer through a more market-oriented approach.

Moreover, the UK is well regarded for its history of engaging citizens in governance at local and national levels and is an effective advocate for the role of civil society organisations in development. Our work in Society supports individuals and groups of citizens to participate in public life and make a positive difference in their community. We also build capacity of civil society organisations to empower young people in Mexico around the world. We have a strong track record in our Society activities in different countries, which we now seek to establish and significantly extend in Mexico.

The role of Projects Assistant, English Language, Education and Society will be a fundamental support to the effective and efficient delivery of all our projects in Society and Higher Education services.

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

Accountabilities:

- Ensure 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 policies.

Responsibilities:

- Complete and support all necessary administrative and logistical activities for ELES projects, events, meetings, workshops and training sessions.
- 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.
- Fulfil activities to measure the impact, quality and effectiveness of projects.
- Prepare, file and keep safe all routine documentation for projects.
- Produce, maintain and keep up to date records and databases.
- Any other administrative or logistical activity required for the successful delivery of ELES Projects.

Main Duties:

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

General support to ELES projects: The Project Assistant will be expected to:

- Support the delivery of all aspects of the logistics for events, education services, exhibitions, 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 accordance with information provided and British Council policies.
- Support preparing reports related to the evaluation and the effectiveness of project outputs to enable the ELES project team to repeat success and improve quality in line with the country regional strategic objectives.
- Ensure 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, and materials through to the delivery and reporting.
- Control ELES materials and equipment stock.
- Prepare routine documentation and processes for consultants' recruitment as well as keep all records and databases up to date.
- Support with production of promotional materials, printed media and production of stands 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 Project 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.
- Raise sales orders on SAP according to policies and agreed dates in contracts.
- Complete income collection, identification and reconciliation according to 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: English Language, Education and Society 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>Project Management – Level 1 <i>Follows project management disciplines</i> 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 <i>Relates communications to circumstances</i> 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 <i>Plans ahead</i> 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 <i>Uses financial systems and processes</i> Uses corporate financial systems and processes appropriately as part of the job and on behalf of a team.</p> <p>Computer Skills– Level 1</p>		Short listing and Interview

	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.).		
Experience	<ul style="list-style-type: none"> • Minimum 1 year proven administrative and finance experience 	<ul style="list-style-type: none"> • Experience of working in the education and/or social development sector, preferably in teacher training programmes, social development or international mobility. • Marketing and communication experience. 	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/or interview

Submitted by	Jennifer Cosgrave	Date	January 2018
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