

Posting opportunity:

Role:	Project Manager Mobility - Language Assistants Programme		
Grade:	Location:	Duration:	Reports to:
7	Edinburgh	1 Year	UK LA Senior Project Manager

Role profile

Our work in Education and Society stands with Arts and English as fundamental to the British Council's mission to build trust and understanding internationally and create opportunities for people in the UK and other countries. We have five main Platforms of activity: Internationalising Higher Education, Schools, Skills, Youth and Society and Governance and Civil Society.

The Business Delivery team within E&S manages all aspects of business delivery. Working closely with colleagues across E&S and the British Council, the team is responsible for ensuring the quality and consistency of all delivery activities conducted by Education and Society, meeting the expectations of contractors and partners. This includes: managing all aspects of delivery across E&S income streams, managing compliance, risk and finances across the portfolio; providing global projects and programme management standards; and managing business assurance. The team also provides input into business development, product development, proposals and business case production to ensure that robust delivery processes and delivery models are in place.

Job purpose:

Leads and manages the planning and delivery of a project/project strand (or a number of projects), to ensure successful delivery of agreed objectives and plans for the British Council and its clients.

Main accountabilities:
Project management

- Lead the development and management of work packages/plans/schedules of activity, based on clear project requirements and deliverables, to ensure the achievement of agreed business/ client objectives.
- Provide on-the-job coaching and mentoring to less experienced colleagues, as required.

Performance & resourcing

- Agree and clarify targets for the project and incorporate these into detailed work plans and milestones, so that the project delivers the intended business and client objectives.

Customers & stakeholders

- Establish and maintain effective working relationships with the project sponsor(s), end user (s), and suppliers' and contractors' project management teams (as appropriate), to facilitate the smooth running of the project and ensure alignment of interests.
- Build and maintain effective relationships with internal partners and stakeholders, to ensure effective, integrated and joined-up delivery of portfolio goals in a complex matrix environment.

Risk & compliance

- Ensure the project(s) is delivered in line with BC quality standards and BC Project Management methodologies, including adherence to all process and procedures, governance requirements and communication procedures.
- Deploy technical and/or commercial experience to identify project issues and identify potential solutions or improved ways of working to address them, escalating where necessary.

Analysis & reporting

- Analyse and balance ongoing performance feedback and adapt work plan to realise agreed standards.
- Commercial & financial management
- Within agreed authority levels, negotiate, procure and authorise all major project contracts and variations and approves and authorises all payment to meet value for money criteria.

BC Skills & Behaviours:

Skills	<i>Managing Projects (L3)</i> <i>Communicating & Influencing (L3)</i> <i>Finance & Resource Management (L3)</i> <i>Managing Risk (L2)</i> <i>Commercial & Business Development (L2)</i> <i>Account & Partnership Development (L2)</i> <i>Planning & Organising (L2)</i> <i>Using Technology (L3)</i>
Behaviours	<i>Creating Shared Purpose (Essential)</i> <i>Connecting with Others (Essential)</i> <i>Being Accountable (More)</i> <i>Making it Happen (More)</i> <i>Working Together (More)</i>

Threshold requirements:

Diplomatic status	n/a	Security clearance required	n/a
Passport requirements	n/a	Notes	n/a
Accompanied by partner	n/a		
Accompanied by children	n/a		
Language requirement	Competence at European Framework level - B2 e.g. Spanish to manage Spanish speaking countries, or German to manage Germany/Austria or French for France, Quebec and Switzerland		
Qualifications	APM introductory level. Studying for practitioner level award		
Knowledge & experience			
Minimum / essential		Desirable	
<ul style="list-style-type: none"> ▪ Continued experience (at least 3yrs) in delivering complex projects. ▪ Understanding/knowledge of the education systems of the UK ▪ Understanding of strategy for foreign language teaching learning in UK schools and deeper knowledge of the one home country that the post is the key interlocutor for. 		<ul style="list-style-type: none"> ▪ Experience of managing mobility programmes. 	

Appendix 1: E&S Context and Environment:

The Education and Society Strategic Business Unit (SBU) is one of 3 SBUs. By 2015 E&S will be working with over 230 million people through 4 income streams (grants, contracts, partnerships, paid for services and products) in the following areas

Society – Justice, Girls and Women, Civil Society and Governance, and Social Enterprise

Education – Schools, Science for Society, Skills, HE and Mobility, Education Services

The SBU's vision is built around broadening horizons and building futures for those individuals we work with directly and indirectly.

2015 E&S will have reached

- Client- funded income target of: **£168m**
- Paid-service income target of: **£10m**
- Partnership income target of: **£39m**

Combined with the FCO grant allocation decrease to £94m, the total portfolio value will be **£311m**. 2020 targets have yet to be agreed but will include significant growth both in terms of cultural relations impact and income (as well as surplus).

Appendix 2: Language Assistants

Project financial snapshot:

2014 Turnover of £839,000 p.a.

Breakdown of turnover by Contract / Grant Partnership Funding / Paid for Service

- Contract with DfE £520,000 p.a.
- **Contract with Scottish Government £195,000 p.a.**
- Contract with Northern Irish Government £75,000 p.a (inc in IEP NI)
- Contract with Welsh Government £49,000 p. a. (inc in IEP Wales)

A Project Manager would be responsible for a proportion of the budget related to their area or work.

Financial trend

2014/15 Actuals (£m)	2015/16 plans (£m)
£0.839	£0.839

2013/14 operational information

Projects Supported

Country locations:	This will change depending on the grouping of countries under each PB7 Project Manager. E.g. currently for Spanish works with 6 partner countries.	The programme currently runs in the UK (all 4 home nations) and in 14 countries: Argentina, Austria, Belgium, Canada, Chile, China, Colombia, Ecuador, France, Germany, Italy, Spain, Mexico and Switzerland. Additionally Irish Language Assistants are managed by the team
Total number of staff managed in team	Direct = 2 or 3 members of UK team (could be London, Manchester, Belfast or Edinburgh)	Indirect = e.g. Spanish Speaking countries - this post would be the key interlocutor for staff in BC or partner agencies in 6 countries: Ecuador, Spain, Mexico, Columbia, Argentina, Chile,

SBU overview:

SBU Education/Society Strategy:

- Creates international opportunities between the people of UK and other countries
- Increases awareness, attitudes and response to global learning
- Increases sustained collaboration between UK and other countries
- Supports UK Governments educational priorities

Programme Description

The Language Assistants programme aims to improve the language ability of the Assistants and their students (and wider host community) as well as supporting opportunities to expand cultural awareness and understanding. Participation on the programme also provides invaluable life and employability skills. We work together with our partner delivery organisations overseas to provide opportunities to work as language assistants both in the UK and in 14 countries around the world.

Each year, the programme supports approximately 2,500 English Language Assistants and 2,000 Modern Language Assistants. The English Language Assistants are usually undergraduates taking a compulsory year abroad or recent graduates. The Modern Language Assistants are native speakers of French, Spanish, German, Italian, Russian and Chinese (Mandarin). They are usually advanced students, intending teachers or experienced teachers with a strong command of English who seek to gain valuable work experience as well as improve their English and learn more about the UK.

Markets & Customers:

- All schools (and local authorities) in UK and specified partner countries - Hosts for LA containing Language learners and teachers
- All universities with Language department in UK and 14 partner countries – recruitment of LAs tutors and students. We work with Careers and Year Abroad teams in Universities to extend the market beyond Language Students.
- Graduates
- Delivery Partners
- Other Language and cultural organisations and networks e.g. Confucius Institute, Goethe Institute, Embassies, UKTI etc.

Channels for reaching & engaging customers are online & face to face

Portfolio/ Programme / Project priorities:

- responding appropriately to separate priorities of 4 UK countries
- Management of relationship with 14 different partner organisations
- Increasing up-take inward and outward

Internal operating context

The Languages Assistants team works closely with:

- Advisors in the E&S team for strategic direction and external partnerships.
- UKR colleagues to ensure programme aligns with UK priorities and programmes.
- Marketing colleagues to ensure that the programme is promoted appropriately in an increasingly challenging external context.
- Country Directors for all countries and specifically for those countries where the British Council is the delivery partner.

Additionally the post holder works closely with other internal teams who provide support and guidance:

- The ERM team
- The Equal Opportunities and Diversity Team
- Contracts and Legal team
- Schools Online

Main opportunities/challenges for this role:

- Management of complex stakeholder/partnership relationships in one UK country (England, **Scotland**, Wales or Northern Ireland) and partner countries as per grouping project responsible for.
- E.g. Implementation of pilot for x countries of new IT system to help reduce manual processing.
- E.g. Responsible for leading procedure reviews and implementation of new standards agreed across the project e.g. child-protection procedures and police checks; visa requirements and UK Border Agency relationships; third party liability and personal insurance for language assistants when abroad.