

Job Description
Ref no:

Job Title	Education & Society Manager		
Directorate or Region	Americas	Department/Country	Peru
Location of post	Lima	Pay Band	F
Reports to	Director Peru	Duration of job	Fixed Term (1 year – renewable)

Purpose of job:

Development, implementation and evaluation of projects and services which connect British and Peruvian educational expertise and add value to areas including science and innovation, higher education, and other areas which contribute to creating stronger, more equitable and safer countries, meeting the British Council's objectives and targets and partner expectations in Peru.

Context and environment:

The British Council creates international opportunities for the people of the UK and other countries and builds trust between them worldwide. We are a Royal Charter charity, established as the UK's international organisation for educational opportunities and cultural relations. Our 7000 staff in over 100 countries work with thousands of professionals and policy makers and millions of young people every year through English, arts, education and society programmes.

The British Council re-opened in Peru in November 2014 after withdrawing from the country in 2006. Peruvian GDP grew from US\$ 67 billion in 2004 to US\$ 203 billion in 2014 and IMF estimates that by 2016 it should rise to US\$ 238 billion. Peru has experienced a sustained growth of just over 6% per year for the last three years, 2011-2013, two points above Colombia for the same period. Inflation has remained stable and low, averaging 3.1% annually over the past three years.

With the reopening of our Lima office, the British Council is exploring multiple opportunities in order to implement a full range of services across diverse sectors. Together with English & Exams and Arts, Education & Society is one of the three focus areas of the British Council in Peru. British Council Peru is currently a seven person team. This role is ideal for someone with significant experience in project management and project implementation, experience and interest in international relations in the field of education and society, and experience and/or interest in working in a start-up environment within the context of a global organization.

Accountabilities, responsibilities and main duties:
Expertise and Leadership:

- Provide platforms through which Peru can strengthen its work in education, science and innovation and society-related initiatives through access to British expertise, including the delivery of British Council Researcher Links and Institutional Links programmes.
- Contribute to the positioning and accessibility of UK Higher and Professional Education for the Peruvian market, identifying and establishing links between the UK education sector and the Peruvian education markets, working with relevant stakeholders and coordinating UK participation at Peru education recruitment events.
- Facilitate knowledge-sharing and dialogue between the British and Peruvian education sectors.

- Create opportunities for engagement between the UK and Peru in schools-centred education
- Build relationships with key stakeholders (British Embassy, key Ministries, civil society institutions, European Union institutions) that can lead to policy dialogues and strategic partnerships in coming years to support initiatives on themes such as good citizenship, empowerment of women and children, safe cities and strengthening democratic institutions.

Project planning and delivery:

- Develop and implement a portfolio of large scale and local projects through partnerships to meet all project targets.
- Risk Management: Identify, assess, report and monitor progress in addressing risks to the achievement of programme objectives.
- Budget management: Manage programme budgets to corporate standards.

Marketing, Communications and Evaluation:

- Ensure the regular flow of relevant information to internal and external stakeholders and deliver media relations activity (press, publications, websites, social media, TV, radio) for all projects managed according to the agreed plan. Draft, provide and update relevant stories for the British Council regional intranet and country website.

Other administrative work: As required.

All these duties to be delivered in line with overarching British Council policies and procedures, including Equal Opportunities and Diversity, Information Management and Child Protection.

Key relationships:

- External: British Embassy Lima, UK educational institutions, Peruvian educational institutions, Peruvian non-governmental organizations, CONCYTEC, UK Higher Education International Unit, potential corporate sponsors, foundations and government-funded sponsors, key media outlets, .
- Internal: Country Director, Regional Director Education & Society, Regional Education & Society team members, Regional SIEM members, Regional Digital media team, Global Service Desk, Regional IT Manager, Country Business Support Officer, Country Resources Officer.

Other important features or requirements of the job

- Ability to manage a workload which may require longer hours at critical times of the year during project execution.
- Unsocial hours, weekend work and travel may be required.
- Ability to work flexibly from home on an agreed schedule if necessary.

Please specify any passport/visa and/or nationality requirement.

Must be legally entitled to work in Peru.

Person Specification:

	Essential	Assessment stage
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Behaviours	<p>Creating Shared Purpose (more demanding): <i>Creating energy and clarity so that people want to work purposefully together.</i></p> <p>Making it happen (more demanding): <i>Challenging myself and others to deliver and measure better results.</i></p> <p>Shaping the future (more demanding): <i>Exploring ways in which we can add more value.</i></p> <p>Working together (more demanding): <i>Ensuring that others benefit well as me.</i></p> <p>Connecting with others (more demanding): <i>Actively appreciating the needs and concerns of myself and others.</i></p> <p>Being Accountable (more demanding): <i>Putting the needs of the team or BC ahead of my own</i></p>	Interview only
Skills, Knowledge & Experience	<p>Project and contract management: Proven experience in successfully managing projects with multiple stakeholders including application of appropriate project management tools / frameworks. Experience working in the preparation and monitoring of contracts with external consultants and project partners.</p> <p>Financial administration: Experience of having successfully administered project budgets to an annual value of at least US\$50k, preferably through the use of SAP or other industry-standard financial software packages. Experience working with government funded programmes (desirable).</p> <p>Spanish and English language skills: Fluency in both languages equivalent to C2 level (Common European Framework) across all 4 language competencies (reading, writing, listening, speaking).</p> <p>Expertise in education & international relations: Deep and demonstrable knowledge of the education system in Peru, main stakeholders and possible strategies to strengthen Peru’s work in education & society. Demonstrable knowledge of the higher education system and research environment in either Peru or the UK (preferably both).</p> <p>Communications: Proven ability to communicate and present clearly and authoritatively including representing an organisation to senior stakeholders, public speaking, succinct report writing and providing content for digital platforms. Experience managing and chairing meetings.</p> <p>Knowledge of the UK and Peru: A good knowledge of UK and Peruvian culture and customs, ideally based on at least 1 year’s experience living in each country.</p>	Short listing and Interview

Qualifications	<p><u>Essential</u></p> <ul style="list-style-type: none"> • University degree and at least 5 years' relevant professional experience, or equivalent. <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Certified language level in English or Spanish if not native language. • A relevant technical or professional qualification in project management, finance or marketing. 	Short listing and/or interview
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