

## Role Title

**Programme Manager, Arts Ghana and West Africa**

## Role Information

| Role Type                | Pay Band                       | Location     | Duration                               | Reports to:                                  |
|--------------------------|--------------------------------|--------------|--|--|
| <b>Business Delivery</b> | <b>Locally Appointed PB7/F</b> | <b>Accra</b> | <b>Fixed Term: Until 31 March 2020</b> | <b>Head of Arts, Nigeria and West Africa</b> |

## Role purpose

To support the Head of Arts – Nigeria and West Africa, through management of project management team in Ghana and across the West Africa Cluster, oversight and quality assurance of processes, coordination across cross cluster projects in West Africa and management of interdependencies to ensure the portfolio is delivered in line with organisational programme management requirements.

## 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:

The West Africa socio political context is one with democratic governments but unstable transition / election cycles, relatively small middle class with high levels of inequality, significant national and international migration, large youth population, a weak skills base and high unemployment, low broadband penetration but growing fast, and rapid mobile phone penetration.

The arts and creative industries in Nigeria and Ghana are rapidly growing and increasingly recognised as economic powerhouses and job creators for young people across music, film, fashion, and the performing and visual arts, leading to increasing public and private support for the sector. In Sierra Leone, (partly influenced by Ghana and Nigeria), and due to a lack of cultural infrastructure for

performative arts, there is growing interest in video and film and the music industry. Street art is also a significant part of the arts scene.

In Senegal, historical public support for arts means a strong focus on artistic practice in dance, literature, music and film particularly but less developed creative economy but this is changing quickly.

In the UK, there is interest in the West Africa creative sector particularly in Nigeria by diaspora and non-diaspora players especially in film, music, and fashion and technology sector.

There is diaspora and non-diaspora interest in fashion, design and music in Ghana and Sierra Leone to varying degrees. There is also UK interest in francophone countries like Mali and Senegal particularly in music and dance.

The post holder will lead aspects of the delivery of our work within our West Africa arts cluster programme which has a range of projects including:

- Consistent (e.g. monthly / quarterly) Creative Hustle events in Ghana, Nigeria, Senegal and Sierra Leone for young artists and creatives to develop awareness of creative industry livelihoods, new skills and create new networks or strengthen existing ones.
- Artistic showcases in festivals and venues in West Africa and the UK; either reciprocal or collaborative.
- Cross Cluster training and networking events that bring together artists and creative entrepreneurs from across West Africa with UK counterparts. Participants will be drawn from across West Africa and will hold in Ghana, Nigeria or Sierra Leone (for English speakers) or Senegal (for French speakers).
- Country level training or networking activity in response to evidence of UK and / or Country need and alignment with cluster ambitions.
- Grants to UK and West Africa organisations to collaboratively develop projects that respond to cluster ambitions.
- Ongoing policy advocacy through conferences, study tours, one on one lobbies and other activity as appropriate and agreed with programme board. Where these are opportunistic, they will align with the cluster ambitions and be signed off by Country Director then reported to the board.

#### Main opportunities/challenges for this role:

This role will:

- Afford the post holder exposure to different internal and external stakeholders in the arts and creative industries in Ghana, West Africa and the UK.
- Enable to post holder to hone their financial monitoring and reporting

capacity through consistent monitoring and reporting required for FCCF and other purposes.

- Require the post holder to implement (working with project managers) and report on programme management standards in project insight development, arts management and creative production.
- Involve working in a fast paced context to ensure continuity and stability of delivery in parallel with ongoing internal changes across the cluster and SSA in general.

## Main Accountabilities:

### Team Leadership and Management:

- Demonstrate effective leadership of programme team managed and ensure that line management of staff is to British Council standards.
- Coach, Mentor and support team.
- Model appropriate leadership styles and British Council behaviours and ensure that staff work in alignment with the British Council Values at all times

### Programme Management

In Ghana and across the West Africa cluster as assigned:

- Work with project managers and partners to develop and implement effective project management plans that will achieve project targets within the time frame agreed.
- Lead responsibility for ensuring project management information is up to date at all times
- Ensure targets (financial and non-financial) are in place for and provide overall monitoring against them
- Responsible for ensuring effective management of programme budgets by project managers including internal monthly reporting on budget performance and external reporting on budget performance to the requirements set by funders, partners and clients
- Responsible for overseeing procurement by project managers in accordance with established corporate policies and processes
- Responsible for ensuring that risk is managed appropriately across programme portfolio managed
- Responsible for maintaining and updating project risk registers for programme managed

### Contract and Grant Management

In Ghana and across the cluster:

- Prepare contracts for all partnerships ensuring they capture all elements of the partnerships and outline clearly all partner responsibilities and benefits following established corporate templates
- Monitor and ensure delivery of partnership benefits to funding and non-

funding partners

- Provide guidance to project managers in the contracting of project contractors, consultants and suppliers ensuring they clearly capture all roles and responsibilities following established corporate templates
- Monitor contract records management by project managers to ensure up to date at all times
- As part of Country CRM framework, ensure the maintenance and update the CRM database, recording contacts/ leads and outcomes of meetings , ensuring follow up action is carried out in a timely and efficient manner
- Monitor proper invoicing and payment schedule from partners.

### **Equality, diversity and inclusion and Child Protection standards**

In Ghana and across the West Africa cluster as assigned:

- Ensure that programme delivery, training events and activity are appropriately screened, including conflict sensitivity screening, and reflect British Council EDI policy
- Lead on programme reporting portfolio management for British Council Diversity Assessment Framework
- Ensure that child protection policy and standards are followed and maintained for all relevant projects, including the training of partners in child protection standards

### **Communications and Brokering**

In Ghana and across the West Africa cluster as assigned

- Support project managers to develop and disseminate case studies, reports and impact stories for external and internal communication channels including digital and print media.
- Develop high quality content for use in fundraising, partnership development and advocacy.
- Work collaboratively with colleagues across the Programmes team to share intelligence and opportunity that creates added benefit to project partners and contacts

### **Project Management**

In Ghana and across the West Africa cluster as assigned

- Project manage project activity as assigned. This will include but not limited to, roll out of new processes, programme evaluations, one –off strategic projects etc.

### **Key Relationships:**

#### ***Internal***

- Head of Arts West Africa
- Regional arts team: Director Arts SSA, Senior Arts Programme Manager SSA, Business Manager SSA
- All Arts Project and Programme Managers in West Africa, the rest of Sub Saharan Africa and the UK
- Business Support Services teams in Ghana

## External

- Artists and partners in West Africa and UK, British Council arts partners, vendors and customers

## Role Requirements:

| Threshold requirements:   |  | Assessment stage        |
|---|--|-------------------------|
| <b>Passport requirements/ Right to work in country</b>  | Current Right to live and work in Ghana  | Shortlisting            |
| <b>Direct contact or managing staff working with children?</b>  | No   | N/a                     |
| <b>Notes</b>  | Some unsocial hours, weekend work and travel will be required.   |                         |
| Person Specification:   |  | Assessment stage        |
| Language requirements   |  |                         |
| <i>Minimum/Essential</i>  | <i>Desirable</i>   | <i>Assessment Stage</i> |
| Fluency in written and spoken English with a B2 level of English proficiency.   |  | APTIS                   |
| Qualifications  |  |                         |
| <i>Minimum/Essential</i>  | <i>Desirable</i>   | <i>Assessment Stage</i> |
| Bachelor's degree from a recognised institution or five years' relevant experience in lieu  | Formal arts management and / or project management qualification   | Shortlisting            |
|   |  |                         |
| Role Specific Knowledge & Experience  |  |                         |
| <i>Minimum/Essential</i>  | <i>Desirable</i>   | <i>Assessment Stage</i> |
| <ul style="list-style-type: none"> <li>Team management and line management</li> <li>Evidence of successful programme / project management to high standards, consistently over time including (but not restricted to) evaluation management, financial management, stakeholder</li> </ul> | <ul style="list-style-type: none"> <li>Proven leadership of ambitious cultural projects and/or creative production with a range of partner organisations in the UK or outside West Africa</li> </ul> | Shortlisting            |

| <p>management, EDI and child protection.</p> <ul style="list-style-type: none"> <li>• Proven leadership of ambitious cultural projects and/or creative production with a range of partner organisations in West Africa.</li> <li>• Track record in attracting partnership (in-kind and cash) from a range of partners and delivering benefit to same.</li> <li>• An innovative approach building audiences for activity particularly using digital and social media channels.</li> <li>• Experience of financial planning and management including budgeting, monitoring and reporting</li> </ul> | <ul style="list-style-type: none"> <li>• Fluent in English Language and French.</li> </ul>         |                         |
|---|--|-------------------------|
| <b>British Council Core Skills</b>  |  | <b>Assessment Stage</b> |
| <ul style="list-style-type: none"> <li>• Managing People: Manages a team: Level 3</li> <li>• Managing Projects: Leads larger projects: Level 4</li> <li>• Communicating and influencing: Uses influencing techniques: Level 4</li> <li>• Managing Finance and Resources: Supports budget management: Level 3</li> <li>• Managing Risk: Develops the culture: Level 3</li> <li>• Managing Accounts and Partnerships: Works with stakeholders and partners: Level 2</li> </ul>  | <p><i>Shortlisting and Interview</i></p>   |                         |
| <b>British Council Behaviours</b>   |  | <b>Assessment Stage</b> |
| <ol style="list-style-type: none"> <li>1. Creating a Shared Purpose (Demanding)</li> <li>2. Connecting With Others (More Demanding)</li> <li>3. Being Accountable (More Demanding)</li> <li>4. Making It Happen (more demanding)</li> <li>5. Working Together (More Demanding )</li> <li>6. Shaping the future (More Demanding)</li> </ol>  | <p><i>Interview</i></p> <p><i>Behaviours needed for the job but not evaluated at interview</i></p> |                         |

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|---------------------|---------------|
| <b>Prepared by:</b> | <b>Date:</b>  |
| Ojoma Ochai         | 13 March 2018 |