

Role Title

Project Officer, Arts

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Business Delivery	4 Remuneration: 340,331 Nara per month	Lagos	Indefinite	Project Manager, Arts

Role purpose

To work with the Project Managers (Arts), the West Africa Arts team and the wider British Council team to deliver programmes, audiences and partnerships which contribute to the British Council's arts programme in West Africa.

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 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 is also growing. 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 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 West Africa and the UK.
- Increase the knowledge and use of SAP (financial management software) of the post holder
- Involve working to tight deadlines to support project delivery through administrative support and other tasks
- Involve negotiating with external vendors to get best value for money for the council.
- Need to use the monitoring and evaluation tools of the British Council to report projects delivered

Main Accountabilities:

Project Coordination

- Support the delivery of project activity to agreed timelines, costs and performance indicators.
- Responsible for maintaining programme activity and Gantt charts
- Responsible for programme records management and archiving in line with corporate policy on data protection and information management

- Support Project Manager in organising and managing events for programme related events.
- Support project manager with the management, communication and coordination of key stakeholder groups.
- Reporting on impact, financial, equality and diversity and other reporting measures

Finance and Procurement Coordination

- Support the project manager with the procurement of goods and services in line with established corporate policies and guidelines.
- Ensuring the administrative purchase to pay process is executed in line with corporate standards.
- Responsible for creating and managing programme purchase orders and ensuring appropriate management of invoicing and payment of suppliers and vendors.

Evaluation:

- To administer British Council’s monitoring and evaluation tool: the Results and Evaluation Framework (REF)
- Collect and record all data within deadline and according to corporate standards.

Equality, diversity and inclusion (EDI) and Child Protection standards

- Support project manager to ensure that project delivery and activity reflect British Council EDI policy.
- Ensure that child protection policy and standards are followed and maintained for all relevant projects

Other important features or requirements of the job

Required candidate will also need to possess:

- Strong organisational skills and attention to detail
- Ability to work effectively with tight deadlines

Key Relationships:

Internal

All Arts Project Managers in Nigeria and West Africa, the rest of Sub Saharan Africa and the UK Business Support Services teams in West Africa

External

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

Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	All applicants should have a pre-existing legal status to live and work in Nigeria. The British Council will not facilitate/sponsor visa applications and work permits.	Shortlisting
Direct contact or managing staff working with children?	No	N/a

Notes	Some unsocial hours, weekend work and travel may 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 - Shortlisted candidates will either demonstrate they have met the required standard through presentation of an agreed English language certificate, or will be required to take the APTIS test and demonstrate 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		Shortlisting
Role Specific Knowledge & Experience		
<i>Minimum/Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
2 Years' Experience in project delivery support Experience organising and managing events. Demonstrated experience managing relationships with external clients, partners and stakeholders	<i>Experience working in creative sector in West Africa or the UK</i>	Shortlisting
British Council Core Skills		<i>Assessment Stage</i>
<p>Project Management (Level 2) Works with project management systems and procedures, and has a track record of compliance with them as a project team member.</p> <p>Communication skills (Level 2) Listens to others and expresses self clearly, with grammatical accuracy and awareness of a diverse audience in speaking and writing.</p> <p>Planning and organising (Level 2) Able to plan own work over short timescales for routine or familiar tasks and processes.</p> <p>Managing finance and resources (Level 2) Uses resources efficiently in own role and complies with financial rules</p>		<i>Shortlisting and/or Interview</i>

and procedures.

Analysing data & problems (Level 2) Uses data. Reviews available data and identifies cause and effect, and then chooses the best solution from a range of known alternatives.

British Council Behaviours

Assessment Stage

1. Connecting With Others (essential)
2. Working Together (essential)
3. Being Accountable (essential)
4. Making It Happen (more demanding)

Interview

Other behaviours needed for the job but not evaluated at interview

- Creating a Shared Purpose (essential)
- Shaping the future (Essential)

Prepared by:

Date:

Fusi Olateru Olagbegi , Project Manager Arts

29 January, 2018