

Role Title

Arts Officer, Tanzania

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Arts Officer	Locally Appointed 4	Dar es Salaam, Tanzania	2 years	Arts Manager

Role purpose

The Arts Officer will support the Arts Manager, Head of Programmes Tanzania, and the wider British Council team, to deliver an engaging Tanzanian arts programme that works within British Council's East Africa Arts programme and builds knowledge and understanding between the UK and Tanzania.

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:

East Africa Arts is the British Council's framework for working between Kenya, Uganda, Sudan, South Sudan, Tanzania, Rwanda, Ethiopia and the UK. Working predominantly with 18 – 35-year olds, the programme: connects new audiences to new art; shares skills of creatives; and ignites partnerships between the creative sectors of the UK and the East African region.

East Africa Arts consists of three programmes:

- *new Art new Audiences* (nAnA): an annual Open Call across East Africa and

the UK for cultural partners to create new art to showcase to new audiences in the UK and East Africa;

- Creative Hustles: a series of skills and networking events across East Africa, which share creative knowledge between 18-35-year olds;
- in Motion: travel grants supporting the movement of creatives and the building of partnerships across East Africa.

East Africa is one of the UK's top priority regions for international engagement and is central to our programme of arts work in sub-Saharan Africa. In recognition of this, we have established an East Africa Arts programme of engagement through the arts, where Tanzania is one of the countries of activity.

Working with Arts Manager and Head of Programmes Tanzania, the Arts Coordinator will coordinate and provide administrative support to the Arts programme in Tanzania that is in line with our strategy in East Africa and the sub-Saharan Africa region.

Main opportunities/challenges for this role:

- The Arts Officer will provide direct administration and coordination support to the British Council's East Africa Arts programme.
- The Arts Officer will contribute professional knowledge and skills to the team in project coordination and event organisation in a busy working environment whilst ensuring British Council and client rules and procedures are followed and expectations are exceeded.

Main Accountabilities:

Project Coordination:

- Work with the Arts Manager and Head of Programmes Tanzania, to plan and deliver the East Africa Arts programme in Tanzania;
- Support administration, coordination and delivery of activities to agreed timelines, budget and performance indicators;
- Support the Arts Manager in maintaining programme activity;
- Support the Arts Manager in identifying and recording Tanzanian cultural partners for the British Council to engage with through the East Africa Arts programme;
- Strengthen the British Council's position as the key organisation for international collaboration between Tanzania and the UK.

Procurement and Financial Administration:

- To provide financial support to the Arts Manager including assisting in

budget development, raising purchase orders, getting quotes from suppliers and correcting mis-postings;

Marketing and Communications:

- To ensure that projects and opportunities are marketed to the highest standards in print, digitally and at events;
- Work with the Arts Manager to establish audiences for the East Africa Arts programme through British Council Tanzania Facebook and Twitter pages;

Monitoring and Evaluation:

- Support a monitoring and evaluation process in all projects so that project outcomes and impacts are measured and reported according to corporate/client standards, and lessons learned fed into on-going project design and delivery;
- Provide support to the Arts Manager in delivering high quality, timely and accurate monitoring and evaluation activities. Collect and record all data within deadlines and according to corporate standards.

Marketing and Communications:

- Work with the Arts Manager to ensure projects are marketed to the highest standards according to the brand guidelines in print (press, publications), digitally (websites, social media, TV, radio) and at events (conferences, workshops, meetings).

Other key responsibilities:

- Working on the understanding that you are part of a larger team who have a collective responsibility to deliver British Council programmes to the highest standard;
- Ensure that project activities reflect key data protection standards (Information Knowledge Management), Child Protection and equality, diversity and inclusion issues;

Other administrative work:

- As required.

Key Relationships:

Internal:

- Arts Manager, Head of Programmes and Business Development and other members of the British Council Tanzania team.
- East Africa Arts Programme Coordinators, East Africa Arts Programme Managers, East Africa Head of Arts.
- Finance and Resources Team.

External:

- Cultural Partners;
- Contractors, suppliers and service providers

Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	Must have existing rights to live and work in Tanzania	Shortlisting
Direct contact or managing staff working with children?	No	No
Person Specification:		Assessment stage
Language requirements		
<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> ▪ Proficient in spoken and written English ▪ Proficient in spoken and written Swahili 		Shortlisting
Qualifications		
<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
Relevant post-secondary school qualification or comparable experience	Degree in relevant field	Shortlisting
Role Specific Knowledge, Skills & Experience		
<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
At least two years' recent professional experience coordinating and supporting projects in the arts and cultural sector (as per role profile).		Shortlisting & Interview Shortlisting & Interview

Experience of working in a team to ensure significant impact through successful outcomes from cultural programmes.		Shortlisting & Interview
Knowledge and experience of event organization	Experience in using SAP	Shortlisting & Interview
Experience of financial administration		Shortlisting & Interview
Database Management		Shortlisting & Interview
Good knowledge and use of social media for the promotion of cultural activities;		Shortlisting & Interview
Strong organisational skills and attention to detail;		Shortlisting & Interview
Ability to work effectively with tight deadlines.		
British Council Core Skills		Assessment Stage
Managing Projects Level 2 <i>Analyses project data</i> Examines project data and performance, reporting on progress and recommending corrective action needed.		Shortlisting and/or Interview
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.		<i>Shortlisting & Interview</i>
Manages Finances and Resources Level 2 <i>Uses financial systems and processes</i> Uses financial systems and processes appropriately as part of the job and on behalf of a team		<i>Interview</i>
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.		<i>Shortlisting & Interview</i>
British Council Behaviours		Assessment

	Stage
Working together (Essential): <i>Establishing a genuine common goal with others</i>	<i>Interview</i>
Creating shared purpose (Essential): <i>Communicating an engaging picture of how we can work together</i>	<i>Interview</i>
Connecting with others (Essential): <i>Making regular opportunities to understand others better</i>	<i>Interview</i>
Being accountable (Essential) <i>Delivering my best work in order to meet my commitments</i>	<i>Interview</i>
Making it happen (Essential) <i>Delivering clear results for the British Council</i>	<i>Interview</i>
Prepared by:	Date:
Atiya Sumar Head Programmes and Business Partnerships	15 th October 2018