

Role Title

Project Coordinator – Senegal

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Projects	4/H (Remuneration: 524,862 XOF per month)	Dakar	2 years	Project Manager

Role purpose

To support the successful delivery of our programme portfolio in Senegal, focussing primarily on our work in the field of Arts and Culture, but also covering Education and Society.

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:

Our work in the arts creates new relationships between artists, organisations and audiences to develop stronger creative sectors around the world. Our work also recognises that supporting the development of the creative industries can contribute to more prosperous, fulfilling, and enriching lives for us all.

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

- Creative Enterprise: We support young artists to professionalise their skills through opportunities to create work, connect with their peers and engage with formal training programmes. Through this work, which primarily occurs in a Creative hubs context, we are supporting the contribution that the creative and cultural industries make to increasing career opportunities for young people.

- Festivals: Festivals are a meeting point, a hive of activity for young people to network, share art, share skills, exchange ideas, and celebrate each other's art to wide and varied audiences. We support festivals across sub-Saharan Africa and the UK with new networks and ideas to help strengthen their artistry and impact.

- New Connections: Our country-based arts teams continually explore the art sectors in which we work, so that we can share knowledge with others and inspire new connections between creative communities. We support initiatives that increase the awareness of contemporary culture in the countries in which we work and in doing so challenge the established narrative of Africa in the UK and vice versa.

Through our work in **Education and Society** we provide opportunities for people to broaden their horizons and build sustainable futures. Our work in Education aims to raise the quality of education globally and connect people across the globe to share perspectives, best practice and ultimately improve learning outcomes. Our Society programmes enable individuals, communities and governments to work together to make positive transformation where it matters.

Our work in **English in Education** – We contribute to better teaching and learning of English across the SSA region. Supporting improved capacity of Ministries of Educations to plan and manage English language education reform while teachers and schools will be better able to provide effective English language education. With improved English, young people will become more employable and resilient, which will support the economic development of their countries (prosperity and development).

The role of the Projects Coordinator is crucial in supplying flexible resources across project activity.

Main opportunities/challenges for this role:

This role will:

- Afford the post holder exposure to different internal and external stakeholders 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.

Marketing and Communications:

- To produce marketing materials, liaising with suppliers as required, drawing on materials developed centrally
- Ensure that information on our website and Facebook page related to our Programmes work is accurate and up-to-date, regularly developing and posting relevant content on both platforms.
- Provide support the preparation of publicity materials, liaising with suppliers as appropriate

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

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

External

Beneficiaries in West Africa and UK, British Council 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 Senegal. 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:**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	<i>Experience working in creative sector in West Africa</i>	Shortlisting

Experience organising and managing events.	<i>or the UK</i>	
Demonstrated experience managing relationships with external clients, partners and stakeholders		
British Council Core Skills		Assessment Stage
<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 and procedures.</p> <p>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.</p>		<i>Shortlisting and/or Interview</i>
British Council Behaviours		Assessment Stage
<ol style="list-style-type: none"> 1. Connecting With Others (essential) 2. Working Together (essential) 3. Being Accountable (essential) 4. Making It Happen (more demanding) <p>Other behaviours needed for the job but not evaluated at interview</p> <ul style="list-style-type: none"> • Creating a Shared Purpose (essential) • Shaping the future (Essential) 		<i>Interview</i>
Prepared by:		Date:
Rahmatoulaye FALL, Project Manager		02 January,

