

Role Title

Project Officer Developing Inclusive Creative Economy (DICE)

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
	H/4	São Paulo	Fixed-term contract - 12 months	Project Manager DICE

Role purpose

To support the implementation, management, promotion and delivery of the British Council's new Developing Inclusive Creative Economy (DICE) project in Brazil. Activities include supporting the monitoring and evaluation of project data, providing essential logistic and administrative assistance, provide support during events and activities, amongst others.

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:

Developing Inclusive Creative Economies is a British Council project running for at least two years from early April 2018. Brazil has been selected as one of six countries to participate in the GBP2.75m programme. The project forms part of the organisation's work in stimulating creative and social entrepreneurship and encouraging the growth of partnerships and sharing of good practice between the UK and Brazil in the creative economy.

Brazil has seen a significant growth in its creative economy in the past decade, with particular activity in a number of its larger cities. This has been accompanied by municipal and other initiatives to understand better how the creative sector can act as a driver for inclusive growth notably in peripheral and vulnerable areas where there are large pockets of under-employment or informal employment.

The British Council has been at the heart of training initiatives in the creative economy sector in Brazil, through Newton Fund funding. These include working with the UK's National Endowment for Science, Technology and the Arts, (NESTA), Coventry and Loughborough Universities, and others, alongside agencies in states across the country.

The British Council also published research in 2017 to highlight the opportunities and barriers faced by women in advancing as social entrepreneurs in Brazil, developing a dialogue with organisations committed to both social enterprise and advancing the role of women in the economy.

The project engages with government bodies and others to develop a policy dialogue around the potential benefit of creative and social entrepreneurship in Brazil, and its role in economic regeneration of deprived areas, with a strong emphasis on social inclusion. It works at institutional level to strengthen intermediary bodies, and also will provide training for young potential and actual creative entrepreneurs. It also has as a principal function the development of ties in these two sectors between Brazil and the UK.

The project has gender equity and the advancement of the role of women in economic activity and entrepreneurship as a major objective. There is a fund of GBP400,000 over two years for Brazil and the UK to develop sustainable partnerships between the two countries in this field.

Local experts in monitoring and evaluation will be hired to keep track of the project and to provide the final evaluation of its work, in conjunction with specialists appointed in the UK.

Main opportunities/challenges for this role:

Develop knowledge and skills mainly in the following areas:

- (1) Project Management: planning, implementation and management of the Developing Inclusive Creative Economies project in Brazil, in accordance with British Council project management guidelines and procedures.
- (2) Monitoring and Evaluation of project outputs and impact by collecting, compiling, recording and reporting data.
- (3) Networking skills

Main Accountabilities:

Accountabilities, responsibilities and main duties:

In line with EDI – Equality, Diversity and Inclusion, and other overarching corporate policies:

Project Management and Delivery:

To support the planning, implementation and management of the Developing Inclusive Creative Economies project in Brazil, in accordance with British Council project management guidelines and procedures.

To assist with the monitoring and evaluation of project outputs and impact by collecting, compiling, recording and reporting DICE data.

To assist in the launch and execution of calls for participation in the project, and in the running of events.

Business Support:

To coordinate network of suppliers, raise purchase orders, control payments and the delivery of services, with maximum respect to corporate guidelines and deadlines.

To help ensuring activities and events are carried out according to stipulated timetable.

Key Relationships:

Key relationships:

Internal: Senior Manager Arts, Project Manager DICE (Brazil), Country Director, Senior Managers in Society, Schools, Higher Education and Newton Fund; Project Teams, Marketing and Customer Services team and Business Services Team. Regional Monitoring and Evaluation Focal point.

External: Network of partners, funders of projects, delivery partners, service providers, public and private organisations.

Other important features or requirements of the job:

Occasional weekend or late-night hours during special events. Job may involve occasional travel.

Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	Right to Work in Brazil. The British Council is not able to support or sponsor work visa applications from non-Brazilians with no residence rights in the country.	Shortlisting
Direct contact or managing staff working with children?	No	N/A
Notes		
Person Specification:		Assessment stage
Language requirements		
Essential	Desirable	Assessment Stage
Ability to operate in Portuguese and English (both written and spoken) at IELTS level 6.0/CEFR B2, or equivalent. Non-native speakers of Portuguese may be required to take a Portuguese language test.		Shortlisting
Qualifications		
Essential	Desirable	Assessment Stage
	University degree in related area	Shortlisting
Role Specific Knowledge & Experience		
Essential	Desirable	Assessment Stage
<ul style="list-style-type: none">• Experience in organising and promoting events.• Liaising with ad agencies for creation and production of marketing materials.	Knowledge in SAP or other similar programmes	Short listing and Interview

<ul style="list-style-type: none"> • Experience writing texts in both Portuguese and English. • Experience in contact and management of stakeholders, clients, suppliers. 		
British Council Core Skills		Assessment Stage
<p>ANALYSING DATA AND PROBLEMS (level1) Breaks down problems into a list of tasks to be done and decides on appropriate action.</p> <p>PLANNING AND ORGANISING (level 2) Organises own work over weeks and months, or plans ahead for others, taking account of priorities and the impact on other people.</p> <p>COMMUNICATING AND INFLUENCING (level 1) Listens to others and expresses self clearly, with grammatical accuracy and awareness of a diverse audience in speaking and writing.</p> <p>MANAGING ACCOUNTS AND PARTNERSHIP (level 2) Communicates regularly with diverse stakeholders, customers and/or partners to build mutual understanding and trust.</p>		Interview
British Council Behaviours		Assessment Stage
<p>Making it happen (essential): Delivering clear results for the British Council.</p> <p>Connecting with others (more demanding): Actively appreciating the needs and concerns of myself and others.</p> <p>Being Accountable (essential): Delivering my best work in order to meet my commitments.</p> <p>Working together (more demanding): Ensuring that others benefit as well as me.</p> <p>Shaping the future (essential): Look for ways in which we can do things better.</p> <p>Creating shared purpose (essential): Communicating an engaging picture of how we can work together.</p>		Interview and Performance Management Performance Management
Prepared by:		Date:
Cristina Becker, Head of Arts Brazil		30/01/2019