

E&S Assignment: Consultant, International Education Programme Wales

Location: UK, Cardiff

Team: Schools and Skills

Line /Task Manager: Tanya Ramone, Senior Consultant

Purpose

Lead and manages the planning and delivery of the International Education Programme in Wales, to ensure successful delivery of agreed objectives and plans for the British Council and its partners.

Main responsibilities

- Project Management- lead the development and delivery of assigned projects ensuring delivery to the agreed objectives, budget, quality and timescales, in accordance with the mandates and project definitions agreed with the Welsh Government
- Performance & resourcing- agree and clarify details and communicate the actions necessary to implement the project plan, liaising with others as necessary to meet specific objectives
- Customers & stakeholders- maintain effective communication with identified stakeholders such as sponsors, end users, project team members, contractors and suppliers to allow the successful delivery of the project activities. Build and maintain effective relationships with internal partners and stakeholders, to ensure effective integrated and joined-up delivery of portfolio goals.
- Risk & compliance- ensure the project is delivered in line with British Council quality standards and British Council project management methodologies, including adherence to all process and procedures, governance requirements and communication procedures.
- Analysis & reporting- provide regular updates on project progress against a range of criteria, as required by the project client and in accordance with agreed BC reporting protocols. Identify opportunities for improvements to procedures and ways of working, based upon issues and situations experiences on the projects managed.

Key challenges/opportunities

- Understanding the context of education in Wales to ensure programme is communicated in a way that is relevant and useful to teachers, educational practitioners and Welsh Government. This also provides the opportunity to grow stakeholder engagement and brand recognition of British Council and the IEP, and to positively impact the professional development and teaching experience of teachers, the learning experience of students in

- Wales and improve and strengthen their links with the global community.
- Understanding the aims and objectives of the new Welsh Curriculum and developing projects that align with its priorities.
- Developing and managing relevant stakeholder relationships to support the development of existing projects
- Maintaining and developing individual and organisational relationships within the external Welsh Language Project Committee to develop Welsh Language Project

Operating Context

Operational information

IEP incorporates the following activities

Language Assistants
 Chinese Language Assistant grants
 Pupil Language Ambassadors (with Routes Cymru)
 Confucius Institute Schools Programme (with Confucius Institute)
 Lesotho Teacher Placement (with Dolen Cymru)
 International Professional Learning Community Visits
 Global Leadership (with University of Wales Trinity St Davids)
 Changemakers (with Welsh Centre for International Affairs)
 International Schools Award

Annual budget £427,000 for both programme and staff costs from Welsh Government. Additional funding for Welsh Language Project - £15,000 from UKR Wales, £4000 from Wales-Argentine Society, £6000 from Welsh Centre for Language Learning

Some activities are delivered by delivery partners who receive a grant paid by BC from the IEP budget . Close working relationships with these delivery partners are required.

Markets & Customers:

- Welsh school sector – head teachers, teachers, pupils
- Welsh educational organisations/stakeholders – regional consortia, 3rd sector organisations
- Welsh educational policy makers

Internal Operating Context

- Schools and Skills

Total number of staff managed by this role:	Directly line managed: 1 Task managed: 1
Summary of colleagues/teams in other parts of the SBU and/or in country or regional teams who need to work closely with the person doing this assignment.	BC Wales Language Assistants Overseas offices BC Argentina Marcomms

Role requirements (*Manager to complete this section*)

Threshold requirements:

Passport requirements/ Right to work in country	Candidates are expected to have researched whether they have the right to live and work in the UK.
Direct contact or managing staff working with children?	Yes

Person Specification:

Qualifications

<i>Essential</i>	<i>Desirable</i>
N/A	Association of Project Management- full award

Specific Skills, Knowledge & Experience

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none">• Fluency in Welsh language – speaking and writing• Knowledge of- or proven willingness to learn about- teaching and learning, education system and policy in Wales• Experience of managing relationships with senior internal and external stakeholders• Experience of managing budgets and finances for projects	<ul style="list-style-type: none">• Experience of SAP

British Council Core Skills

- Managing projects – Level 3
- Communicating and influencing – Level 4
- Planning and organising – Level 4
- Managing finance and resources – Level 3
- Developing business – Level 3
- Managing accounts and partnerships – Level 4

http://intranet.britishcouncil.org/hr/Documents/Core%20skills_FINAL.doc

Prepared by:

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Date:

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