

## Role Title

Senior Programme Manager, Schools Education

## Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Policy, Advisory & Expertise	8	Kano	Fixed Term, Until 31 March 2021 with possibility for renewal on mutual agreement	Director, Programmes

## Role purpose

To provide technical and programme leadership of School (Basic) Education programmes for British Council Nigeria particularly in Kano and Northern Nigeria in order to raise the impact and profile of British Council work in Northern Nigeria.

## 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:

Nigeria is one of the largest economies in Africa. It is also the most populous country with over 190 million citizens. Nigeria holds significant political power in the region and internationally and its society retains a positive attitude to the UK. There are therefore major opportunities for the UK and BC to increase influence, funding sources and, through this, our impact by building on our strong existing relationships with the Nigerian government, private and civil society institutions and customers/audiences. However, there are complex and substantial risks to this work like security and compliance.

Nigeria is the British Council's largest operation in sub-Saharan Africa with offices in 4 cities – Port Harcourt in the south, Kano in the north, Abuja the Federal capital and

Lagos the commercial centre. We also have a number of project offices across the country. Our c200 staff work across a range of states delivering large scale contracts, partnership programmes, examinations, projects as well as programmes in Arts, Education & Society and English & Exams. We are already achieving substantial impact through partnerships with public and private institutions, foundations, private sector organisations and civil society. We also work closely with the wider UK mission including Department for International Development (DFID) and Department for International Trade (DIT).

Our Kano operation is a key part of all our operations, and we deliver key activities across our business units in that location.

### **Main opportunities/challenges for this role:**

**Technical and Programme Leadership of School Education Programming:** Working with the existing School Education team, this role will provide technical leadership to new and existing school education programmes, focusing on themes including teacher development, school leadership, language in education and inclusive education policy and practice. The role will also be required to deliver team leadership of teams working on some of our School Education programming particularly funded by donors.

**Relationship Management of Schools Programme Stakeholders:** This role will initiate and maintain senior relationships in public sector, private sector, emirate council and other civil society to aid delivery and create new opportunities for our School Education work in Northern Nigeria. The role will also build and maintain relationships with donors and Her Majesty's Government departments working in Northern Nigeria like Department for International development (DFID)

**Partnership and Business Development for Northern Nigeria:** The role will be contribute to positioning and pursuit of partnership and funding opportunities to scale up particularly in School Education in Northern Nigeria.

**Leadership and Operational Oversight of Kano Office:** As administrative head of the Kano Office, the role will oversee the Kano operation and provide matrix management to the various teams stationed in that location to strengthen operational effectiveness.

### **Main Accountabilities:**

## **Programme and Team Management**

Lead design / and or delivery of a portfolio – British Council and / or Donor Funded medium to large – scale school education programmes or components

Provide technical input into internal and external project and programme development particularly around Teacher Development, Language in Education, School Leadership and Inclusive Education

## **Stakeholder Management**

Maintain and develop close understanding of and links with the School Education sector in Nigeria, particularly in the North, representing the British Council on sector stakeholder groups.

Develop and manage a strong relationship with the Education & Society Strategic Business Unit in country, region and UK ensuring alignment with relevant strategies and plans.

## **Intelligence and Insight**

Develop tools and processes for gathering and reporting on trends, opportunities and key players in the British Council areas of focus in Kano and Northern Nigeria and ensuring that internal knowledge of the region is always up to date and accurate.

Commission periodic market research and other insight activity in consultation with business unit leaders to scope out opportunities for impact and partnership.

## **Partnership and Business Development for Northern Nigeria**

Identify, communicate and support business development and partnership pursuit opportunities in Kano and Northern Nigeria working with business unit leads and supporting positioning and pursuit activities.

## **Operational Oversight of Kano and Northern Nigeria**

Providing operational oversight of Kano office and leading a team of diverse staff

Ensuring adherence to all corporate requirements in programme delivery and coaching teams to improve delivery standards

Represent business unit leads and Country Director in Kano and Northern Nigeria as required

## ***Membership of Senior Leadership Team***

As member of SLT, contribute to country and cluster strategies and plans and lead on delivery of related activities as assigned

### Key Relationships:

- Senior Leadership Team
- Country Management Team
- Education Teams in Country, Region and UK.
- Business Unit Leads
- Marketing and Communications team
- Programme teams, Exams teams in Kano and beyond

#### External

- Senior sector leaders in target sectors in Kanos and Northern Nigeria
- Government officials in related ministries in Kano and Northern Nigeria
- Donor community supporting programmes in Kano and Northern Nigeria

### Role Requirements:

Threshold requirements:		Assessment stage
<b>Passport requirements/ Right to work in country</b>	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
<b>Direct contact or managing staff working with children?</b>	No	N/a
<b>Notes</b>	Some weekend and unsocial work required  Travel around Northern Nigeria, Nigeria and other locations will be required from time to time	
Person Specification:		Assessment stage
<b>Language requirements: Bilingual Proficiency in English and Hausa</b>		
<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
Fluency in written and spoken English will be demonstrated by either presentation of an agreed English language certificate or sitting an IELTS test and achieving a minimum of Band 7  Proficiency of Hausa will be tested at interview.	As the post holder will need to be culturally sensitive to norms and operating practice, candidates indigenous to Kano or Northern Nigeria are preferred	Shortlisting and Interview

<b>Qualifications</b>		
<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
Relevant postgraduate degree or equivalent professional experience	Formal Programme Management qualification	Shortlisting
<b>Role Specific Knowledge &amp; Experience</b>		
<b>Essential</b>	<i>Desirable</i>	<i>Assessment Stage</i>
<p>Significant (minimum 10 years) recent professional experience working in the basic education sector in Nigeria preferably Northern Nigeria; with experience in at least two of (teacher education, language in education, school leadership, inclusive education, education policy development).</p> <p>A well-developed network among (Northern) Nigerian education stakeholders in the public and private sector.</p> <p>Experience of designing and implementing School education projects with partners</p> <p>Minimum of five years' experience leading multidisciplinary teams directly and, in matrix environments.</p> <p>Demonstrable experience of managing diverse public, private and civil society stakeholders in education sector</p> <p>Evidence of partnership development and fundraising from public or private sector or donor agency</p>		Shortlisting and/or interview
<b>British Council Core Skills</b>		<i>Assessment Stage</i>
<ul style="list-style-type: none"> <li>• <b>Managing People:</b> Leads a large and varied team: Level 4*</li> <li>• <b>Managing Projects:</b> Leads larger projects: Level 4*</li> <li>• <b>Communicating and influencing:</b> Uses influencing techniques: Level 4</li> <li>• <b>Managing Finance and Resources:</b> Plans and deploys</li> </ul>		<i>Shortlisting and/or Interview*</i>

resources: Level 4	
<ul style="list-style-type: none"> <li>• <b>Managing Risk:</b> Develops the culture: Level 3</li> <li>• <b>Managing Accounts and Partnerships:</b> Plans and leads on accounts and partnerships: Level 4</li> <li>• <b>Developing Business:</b> Leads business development: Level 4*</li> </ul>	
<b>British Council Behaviours</b>	<b>Assessment Stage</b>
<ul style="list-style-type: none"> <li>▪ <b>Connecting with others – Most Demanding</b> Building trust and understanding with people who have very different views</li> <li>▪ <b>Being accountable – Most Demanding*</b> Showing real dedication to the long-term mission of the British Council or the team</li> <li>▪ <b>Shaping the future – Most Demanding</b> Changing the nature of what we do and the benefits we gain by thinking and planning with creativity</li> <li>▪ <b>Making it happen – Most Demanding</b> Achieving stretching results when faced by change, uncertainty or major obstacles</li> <li>▪ <b>Creating shared purpose – More Demanding*</b> Creating energy and clarity so that people want to work purposefully together</li> <li>▪ <b>Working together – Most Demanding</b> Creating the environment in which others who have different aims can work together</li> </ul>	<i>Interview*</i>
<b>Prepared by:</b>	<b>Date:</b>
Director Programmes	10 May 2019