

## Role Title

**English Projects Coordinator**

## Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Projects, Programmes & Business Development	PB4/H	Tashkent, Uzbekistan	One-year contract	Projects Manager

## Role purpose

To coordinate the British Council English and education projects to promote the UK and the British Council as a valued partner and source of expertise.

## 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.

## Main opportunities/challenges for this role:

- Our programme aims to contribute to large scale national English and education reform in Uzbekistan through partnership with leading UK institutions and agencies. The post holder is important for the delivery of this vision in a high profile/high audience environment and will have a varied and dynamic role in a variety of our programmes.
- This post is essential for us to maintain our position of the key partner in English reform and the world authority in English both through our grant funded and client funded work.
- The postholder will act as an active member of our programme team and will be an important interface with our audiences in Uzbekistan and, on occasion, the media.
- The post holder will be expected to work in teams to identify and develop new, mutually beneficial partnerships and projects with corporate, non-state and state bodies as well as a range of clients.

## Main Accountabilities:

- To work as a member of the programme team to coordinate the delivery of major (State Aid) regional English programmes in the following thematic areas: English as a Subject in Education/English Medium Education, and English for Empowerment
- To coordinate existing and emerging national networks of English Language teaching professionals and ensure quality engagement, continuity and synergies between English and education projects.

- To maintain positive regular relationships with major EL and Education reform partners and contacts in order to extend and strengthen British Council's existing relationships, achieve corporate objectives, contribute to the British Council's role as the world authority in English.
- To work with the business development team to win client funded work in the area of English teaching and learning.
- To work with regional Teaching Centres to ensure teaching projects are in line with British Council policies and practice and ensuring TQS guidelines are followed.
- To act as academic coordinator for the new client funded projects in the area of English teaching and learning, to maintain regular contact with senior teacher at Teaching Centres and ensure smooth implementation and achievement of learning outcomes.
- To act as an active part of the regional English for Education Systems team.
- Project Coordination and Delivery: Coordinate the delivery of project activities in close cooperation with national and international partners, and local and regional project teams. Provide administrative, financial and logistical support to projects and services, accurately, efficiently and in a timely manner, in line with British Council standards and to the satisfaction of our partners and customers.
- Relationship Building and Partnerships: Liaise with national and international partners to ensure their proper input to the delivery of projects. Preparation of correspondence with respective government authorities.
- Customer Service: Ensure that all projects and activities are delivered in accordance with the British Council's customer service standards.
- Event Management: Coordinate the delivery of events in line with British Council standards. Provide event logistics assistance for conferences, training workshops and summer/ winter schools. Organise travel and accommodation for visiting consultants.
- Marketing and Communications: Work closely with the marketing and communications team to ensure the effective promotion and marketing of projects and services in accordance with project / business communication plans. Support with material preparation of social media and website information.
- Monitoring and Evaluation: Actively contribute to project / business monitoring and evaluation activities. Process quality data such as test results and questionnaire feedback for impact assessment in all projects.
- Procurement: Coordinate the procurement and contracting of goods and services, and payment for them, in accordance with British Council procedures. Create Purchase Orders and coordinating payment process according to corporate guidelines. Entering and monitoring planning and audience figures. Assisting in budget monitoring.
- Equality, Diversity and Inclusion (EDI): Ensure that all projects and contracts coordinated are designed and delivered in full accordance with our corporate, regional and national EDI plans and ambitions, fully reflecting the EDI challenges and opportunities of the societies and partners with whom we work.
- Safeguarding, abide by the British Council Safeguarding policy to avoid action or behaviours which may constitute poor practise or abusive behaviour.
- Other Ad-Hoc Duties: To be agreed between the post holder and their line manager. To perform reasonable duties on behalf of other colleagues during their absence on annual, sick or other special leave.
- Maintain and develop positive relationships with all external partners and contacts in order to support and strengthen British Council's existing relationships and achieve corporate objectives.
- Working closely with the Marketing Manager and other relevant colleagues, update and create partner /contacts database, coordinate contacts so that all partnership events meet British Council requirements.
- Ensure effective internal and external publicity coverage of projects working closely with Marketing Manager on updating existing comms plans, promo campaigns, media relations, organising and coordinating interviews, coordinating and updating the media database, creating newsletters, compiling press-clippings & press conference assistance.
- Coordinate external and internal communications and ensure that all enquiries are handled in accordance with British Council Customer Service Framework standards.

## Key Relationships:

### Internal

- Project Teams, Uzbekistan
- Regional Project Teams
- Country Director
- Leadership Team
- Business Support Services

### External

- Ministries: especially the Ministry of Higher and Secondary Specialised Education and Ministry of Public Education
- Non-governmental organisations, foundations and networks e.g. El Yurt Umidi
- International organisations based in Uzbekistan
- Key national and international Universities
- Key media organisations e.g. National TV and Radio Committee

## Role Requirements:

Threshold requirements:		Assessment stage
<b>Passport requirements/ Right to work in country</b>	The post holder must have the right to live and work in Uzbekistan.	<i>Shortlisting</i>
<b>Direct contact or managing staff working with children?</b>	Yes. In line with our Child Protection policy, the postholder will be required to obtain a police check prior the employment.	<i>Contracting</i>
<b>Notes</b>	<p>This post requires punctual and continuous attendance to the office within working hours agreed with line manager.</p> <p>Occasional national and international travel and unsocial/evening hours working will be required.</p>	
Person Specification:		Assessment stage
Qualifications		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> <li>▪ Qualified teacher/ English language professional status in Uzbekistan</li> <li>▪ Fluent written and spoken English, Uzbek and Russian</li> </ul>	<ul style="list-style-type: none"> <li>▪ University degree</li> </ul>	<i>Shortlisting</i>
Role Specific Knowledge & Experience		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>

<ul style="list-style-type: none"> <li>▪ Proven experience of project work and effective customer services delivery</li> <li>▪ The requisite experience, desirably those who have taught English for Specific Purposes and people who have supported teachers before – through mentoring and delivery of training / INSETTs</li> <li>▪ Evidence of professional development (e.g. attendance at training sessions, reflective journal, peer observations, feedback on observed lessons and actions taken etc.)</li> <li>▪ Multi-functional working: Demonstrable previous experience of delivering good results in a mix of different functions or delivering different services.</li> </ul>		Shortlisting
British Council Core Skills		Assessment Stage
<p><b>Communicating and influencing (level 2). Relates communications to circumstances.</b> 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.</p> <p><b>Finance and resource management (level 2). Uses corporate financial systems and processes</b> appropriately as part of the job and on behalf of a team.</p> <p><b>Managing risk (level 1). Follows good practices</b> Demonstrates understanding of risk management policies and procedures and record of following them.</p> <p><b>Commercial and business development (level 1). Reviews data</b> Applies a range of standard analytical techniques to support business development – e.g. pricing tools, revenue tracking, monitoring sales prospects, audience figures or profit margin.</p>		Shortlisting and Interview
British Council Behaviours		Assessment Stage
<p><b>Making it happen (Essential)</b> Delivering clear results for the British Council</p> <p><b>Being accountable (Essential)</b> Delivering my best work in order to meet my commitments</p> <p><b>Connecting with others (Essential)</b> Making regular opportunities to understand others</p> <p><b>Working together (Essential)</b> Establishing a genuinely common goal with others</p> <p><b>Shaping the future (Essential)</b> Looking for ways in which we can do things better</p> <p><b>Creating shared purpose (Essential)</b> Communicating an engaging picture of how we can work together</p>		<p><i>The position holder will be required to demonstrate all six behaviours on the job.</i></p> <p><i>These will be assessed during end of year performance evaluations.</i></p> <p><i>The first three Behaviours to be assessed during the Interview.</i></p>

<b>Prepared by:</b>	<b>Date:</b>
Projects Manager	July 2020