

Role Title

Atyrau Youth Development Initiative Project Manager

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Projects, Programmes & Business Development	PB6/G	Almaty, Kazakhstan	2 years, with possibility of extension	Head of Education and Society

Role purpose

To oversee the delivery of and act as contract manager for a STEM, Social Enterprise and Civic Development project in Atyrau, Western Kazakhstan, delivered in partnership with Chevron. The project will focus on the provision of Social Enterprise and STEM training for young people in Atyrau, as well as the design of content for programming for a planned Youth Centre in the city.

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:

- Acting as the main contact and liaison point between the British Council and Chevron for the project
- Leading effective internal and external planning, procurement, reporting, financial and compliance processes and ensuring client requirements (internal or external client) are met and corporate and regional standards for programme management are achieved
- Liaison with internal stakeholders to coordinate and negotiate inputs to support programme delivery particularly at Regional and Country levels
- Ensuring effective processes are in place to monitor and evaluate the programme delivery on both a quantitative and qualitative level, demonstrating impact both for clients, UK partners, in-country partners and stakeholders and British Council
- Undertaking partnership / business development work to attract other organisations to provide support for the project.
- Line managing the project team (four people based in Atyrau)

Main Accountabilities:

Relationship & stakeholder management

- Establish and maintain effective working relationships with the project sponsor(s), end user(s), and suppliers' and contractors' project management teams (as appropriate), to facilitate the smooth running of the project and ensure alignment of interests.
- Build and maintain effective relationships with internal partners and stakeholders, to ensure effective, integrated and joined-up delivery of portfolio goals in a complex matrix environment.
- Scope and develop relationships with new partners who could be interested in providing support (financial or non-financial) for the project
- As required, represent the British Council at specific subject/sector-related events to ensure appropriate support is given to partners and other stakeholders.

Project management

- Lead the development and management of work packages/plans/schedules of activity, based on clear project requirements and deliverables, to ensure the achievement of agreed business/ client objectives.
- Provide on-the-job coaching and mentoring to less experienced colleagues, as required.

Performance & resourcing

- Agree and clarify targets for the project and incorporate these into detailed work plans and milestones, so that the project delivers the intended business and client objectives.

Risk & compliance

- Ensure the project(s) 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.
- Deploy technical and/or commercial experience to identify project issues and identify potential solutions or improved ways of working to address them, escalating where necessary.

Product, programme & service development

- Implement an agreed set of project or programme activities (including planning, partner liaison and logistics) and ensure these are delivered to time, budget and quality.
- Operate effective project/programme controls, risk management and monitoring processes to track progress and alert colleagues and partners to issues as they arise.
- Work closely with the Marketing and Communications Manager to meet all audience targets and ensure media coverage is received, monitored, evaluated and reported in line with corporate standards and methodology.

Sector/subject expertise

- Proactively maintain a sound working knowledge of major developments, issues and stakeholders within the specific areas of social enterprise and STEM education to build professional credibility, confidence and market insight

Leadership & management

- Plan and prioritise own work activities, which may span across a range of different projects and programmes responding to changing and at times competing requirements to ensure effective delivery of responsibilities over a weekly/monthly time horizon.
- Develop, motivate, manage and lead Project Coordinators (H-grade and project specific coordinators) to ensure this creates the right performance climate to achieve objectives.
- Manage other members of staff or external consultants from whom project support may be needed, ensuring effective contractual management of part-time and temporary staff and consultants when relevant.
- Ensure that all aspects of projects and activities comply with the British Council codes of practice, industry regulations and policies including but not limited to our policies for Child Protection, Equality, Diversity and Inclusion, Environment and our brand guidelines.

Commercial & resource management

- Operate and run regular reports on range of standard, corporate financial processes and procedures to enable effective budget and resource management for the team, unit or project(s) – e.g. purchase order system, SAP.
- Contribute to planning and ensuring an appropriate balance is struck between country/ regional/sector priorities and market opportunities.

Customer/market focus

- Take responsibility for responding knowledgeably and professionally to enquiries about the Council's work within the specific area of subject or sector expertise, to ensure a high quality customer experience and maintain the unit or department's reputation internally and

externally. Refer on to others only complex enquiries, or those outside their own area of expertise.

Key Relationships:

Internal

- Country Director
- Deputy Director
- Head of Education and Society
- Project team in Atyrau
- Country and Regional Education and Society teams

External

- Chevron team in Almaty, Atyrau, internationally
- Friends of the British Council (USA)
- Local authorities in Atyrau
- Schools, colleges, and Youth Centre Director in Atyrau
- UK educational partners
- Ministry of Education and Science

Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	The post holder must have the right to live and work in Kazakhstan.	Shortlisting
Direct contact or managing staff working with children?	Yes. In line with our Child Protection policy, the postholder will be required to obtain a police check within one month of securing this job.	n/a
Notes	<p>This post currently has line management responsibility for leading a small team encompassing at least one project manager and a range of project consultants at different times.</p> <p>Regular domestic and occasional international travel and unsocial/evening hours working will be required.</p>	
Person Specification:		Assessment stage
Language requirements		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> ▪ Fluent written and spoken English and Russian ▪ Good spoken Kazakh 	<ul style="list-style-type: none"> ▪ Good written Kazakh 	Shortlisting and interview
Qualifications		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> ▪ Relevant university degree or equivalent experience 		Shortlisting
Role Specific Knowledge & Experience		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>

<ul style="list-style-type: none"> ▪ Expertise in the Education and Society sectors ▪ Experience of project management including monitoring and evaluation and risk assessment ▪ Knowledge of activity budgets and financial client reporting ▪ Excellent written and oral communication skills ▪ Experience of working with a diverse and dispersed team 	<ul style="list-style-type: none"> ▪ Experience of developing/ delivering programmes with companies working in the extractive sector ▪ Experience of working with Scorecard and SAP ▪ Knowledge and experience of the social enterprise and/or STEM education sectors ▪ Experience of working on projects in Atyrau and / or Western Kazakhstan 	Shortlisting and interview
British Council Core Skills		
<p>Communicating and influencing (level 2) Relates communications to circumstances 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>Managing projects (level 2) Analyses project data Examines project data and performance, reporting on progress and recommending corrective action as needed.</p> <p>Managing Finance and Resources (level 2) Uses financial systems and processes Uses corporate financial systems and processes appropriately as part of the job and on behalf of a team.</p> <p>Commercial and business development (level 1) Reviews data 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> <p>Managing accounts and partnership (level 2) Works with stakeholders and partners Communicates regularly with diverse stakeholders, customers and/or partners to build mutual understanding and trust.</p> <p>Managing risk (level 1) Follows good practices Demonstrates understanding of risk management policies and procedures and record of following them.</p>		Shortlisting and Interview
British Council Behaviours		Assessment Stage
Working together (more demanding): Creating the environment in which others who have different aims can work together.		The position holder will be required to demonstrate all six behaviours on the job.
Making it happen (more demanding): Challenging myself and others to deliver and measure better results		
Being accountable (more demanding): Showing real dedication to the long-term mission of the British Council or the team.		These will be assessed during performance

<p>Connecting with others (essential): Making regular opportunities to understand others better.</p> <p>Shaping the future (essential): Changing the nature of what we do and the benefits we gain by thinking and planning with creativity.</p> <p>Creating shared purpose (essential): Communicating an engaging picture of how we can work together.</p>	<p>evaluations.</p> <p>The first three Behaviours to be assessed during the Interview.</p>
<p>Prepared by:</p>	<p>Date:</p>
<p>British Council</p>	<p>2020</p>