

## Role Title

**Project Coordinator, English**

## Role Information

Role Type	Pay Band	Location	Duration	Reports to:
<b>Projects, Programmes &amp; Business Development</b>	<b>PB4/H</b>	<b>Aktau, Kazakhstan</b>	<b>Civil contract from 1 January 2019 to 15 November 2020</b>	<b>English Manager</b>

## Role purpose

To coordinate the direct and indirect delivery of a range of various project activities and services by supporting the effective set-up and management of English for Success project in Mangystau, being a liaison point for administrative and academic issues between the partners, teachers, and the British Council, so as to enhance the image & impact of the British Council's teaching/training operation in Mangystau and meet the expectations of our partners and customers.

## 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:

Kazakhstan is a priority emerging economy for the UK and still eligible for ODA funding. However, it has been hit hard by the global economic downturn and this has prompted a re-think on the part of Kazakhstan's Government around how far and fast it can meet its ambition of becoming one of the world's top 30 most developed countries by 2050.

Kazakhstan is a big place with a young population: the average age is 30 and IMF and UNDP reports often refer to the country's 'youth bulge' as an important factor in development planning. It is the world's largest landlocked country although with its population of 17 million it is still relatively small compared to neighbouring 'giants' of China and Russia.

Kazakhstan has huge ambition and the resources to match. It is a mining giant and one of the world's top 10 oil and gas producers. It is investing heavily in human capital through its 5 key institutional reforms supported by its '100 Concrete Steps' initiative to deliver a vision of transformation by 2050. And it is in this context – one of international ambition and transformative leadership – that Kazakhstan has just secured a seat on the UN Security

Council.

Since independence Kazakhstan has made significant gains in economic and social development, overtaking countries like Serbia and Ukraine on UNDP's Human Development Index. It is arguably the most successful of the former Soviet states but despite the size of its economy – bigger than all the other economies of the former Soviet states in Central Asia combined – the benefits of prosperity have been uneven and compounded by rising security concerns, generational tensions and inequalities between the centre and periphery.

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

The post holder will be responsible for smooth delivery of the project, making administrative and logistical arrangements for teachers, maintaining good relationships with educational authorities and partners, teachers and students, keeping records, reporting, accounting for expenditures, aiming at the flawless execution of the project.

#### Main Accountabilities:

##### Project support

- Provide effective and efficient administrative support for the project to meet the needs and expectations of the client and internal and external stakeholders.
- Lead the delivery of all project activities and events within agreed time frames and budget.
- Produce all necessary materials to agreed deadlines and in line with brand and corporate design standards.
- Provide logistical support (travel arrangements, accommodation, venue, training scheduling etc.) to the project team.
- Set up and manage equipment, resources and information of the Resource centre.
- Monitor and track project progress against agreed timelines and KPIs; handle any issues that arise in a timely and efficient manner.
- Evaluate and record project activities and outcomes in agreed formats and to agreed standards.
- Issue all necessary legal paperwork (contracts, invoices, etc.); create and maintain comprehensive project documentation, including plans and reports.
- Take responsibility for ensuring that all corporate guidelines, policies and standards are observed. Ensure that the British Council's Child Protection, Equality, Opportunity and Diversity, and Customer Service policies and procedures are built into work planning and implementation.

##### Maintenance Support

- Provide effective liaison with key partners and stakeholders on a regular basis.
- Liaise with the client and beneficiaries on a regular basis, making certain that their needs are met as the project evolves.
- Establish and maintain a network of contacts to support the delivery of the project.
- Create, maintain and regularly update a database of stakeholders, partners, and service providers.
- Lead on communications activities to ensure the project's status and achievements are communicated regularly to all stakeholders.
- Ensure that project activities and outcomes are highlighted in social media and the press.
- Collect feedback from staff and stakeholders.

#### Key Relationships:

##### Internal

- British Council Kazakhstan staff

##### External

- Aktau Akimat
- Aktau Education Department
- Mangystau branch of NCPD "Orleu"
- Yessenov University
- Directors and management of schools, colleges, and institutes participating in the project

- Teachers at schools of Aktau city, Bautino, Borankul, and Kuryk villages, Yessenov University, colleges and institutes
- TCO representatives

### 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 the country in which the role is based. Resident of Aktau/Atyrau city	Shortlisting
<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 criminal record check within 1 month of securing this job.	N/a
<b>Notes</b>	Occasional national travel and unsocial/evening hours working.	

### Person Specification:

Language requirements		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> <li>Excellent written and spoken Kazakh, fluent written and spoken English</li> </ul>	Good written and spoken Russian	Shortlisting and Interview

### Qualifications

<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> <li>Relevant university degree or equivalent experience</li> </ul>		Shortlisting

### Role Specific Knowledge & Experience

<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> <li>At least two years of experience in an international environment in the public or private sector</li> <li>Strong organisational and communication skills</li> <li>Microsoft Office package</li> <li>Discipline, punctuality, efficiency, alertness and attentiveness, responsibility, accountability</li> </ul>	<ul style="list-style-type: none"> <li>Experience of work in the education sector and/or government sector</li> <li>Teaching or administrative experience in a school/ college/ University</li> <li>Experience of installation, set-up and use of videoconferencing equipment and software (Skype, Zoom, etc.)</li> </ul>	Short listing & Interview

### British Council Core Skills

<b>Managing People (level 1)</b> <b>Supports others</b> Provides support to less experienced members of the team and is aware of individual differences. Helps colleagues perform tasks and use systems and processes.	Shortlisting AND Interview
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<p><b>Managing projects (level 2)</b>  <b>Analyses project data</b>  Examines project data and performance, reporting on progress and recommending corrective action as needed.</p> <p><b>Communicating and influencing (level 2)</b>  <b>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>Planning and organising (level 2)</b>  <b>Plans ahead</b>  Organises own work over weeks and months, or plans ahead for others, taking account of priorities and the impact on other people.</p> <p><b>Managing Finance and Resources (level 3)</b>  <b>Supports budget management</b>  Monitors and controls an agreed budget within a defined area, producing reports and analyses and contributing to planning.</p> <p><b>Managing accounts and partnerships (level 2)</b>  <b>Works with stakeholders and partners</b>  Communicates regularly with diverse stakeholders, customers and/or partners to build mutual understanding and trust.</p> <p><b>Managing risk (level 1)</b>  <b>Follows good practices</b>  Demonstrates understanding of risk management policies and procedures and record of following them.</p>	
British Council Behaviours	Assessment Stage
<p><b>Creating shared purpose (Essential)</b>  Communicating an engaging picture of how we can work together</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>Being accountable (Essential)</b>  Delivering my best work in order to meet my commitments</p> <p><b>Making it happen (Essential)</b>  Delivering clear results for the British Council</p> <p><b>Shaping the future (Essential)</b>  Looking for ways in which we can do things better</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>
Prepared by:	Date:
English Manager	November 2018