

Role Title

Project Coordinator, English

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Projects, Programmes & Business Development	PB4/H	Atyrau, Kazakhstan	One year civil contract (from 1 June 2018 to 1 June 2019, with possible 2-year extension based on performance)	Education Project Manager

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 Remote Teaching project in Atyrau region, being a liaison point for administrative and academic issues between the partners, remote teachers, local teachers and the British Council, so as to enhance the image & impact of the British Council's teaching/training operation in Atyrau region 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.

The British Council has been working in Kazakhstan since 1994 and is an integral and important part of the UK's bilateral relationship with Kazakhstan. We focus on developing English language skills, providing internationally recognised examinations, increasing the capacity of vocational and higher education institutions and contributing to UK and Kazakhstani partnerships and collaboration with arts.

Geopolitical/SBU/Function overview:

Kazakhstan is a priority emerging economy for the UK and is still eligible for official development assistance (ODA) funding. 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 economic and social transformation.

It is in this context that the British Council's cultural relations programmes in the Arts, English,

Education and Society are positioned. We are working to help Kazakhstan to realize its 2050 ambition by placing the UK at the heart of Kazakhstan's international engagement strategy to transform its education system, creative economy and wider society, and by giving young people in particular new opportunities to become more economically productive and more socially engaged.

Main opportunities/challenges for this role:

Opportunities

The role offers the postholder a broad range of task variety and responsibilities focusing on English distant learning at Atyrau schools and Atyrau State University and supporting the Government's plans to implement a trilingual education system in Kazakhstan.

Main Accountabilities:

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.
- 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.
- Test and carry out maintenance of equipment in schools.

Relationship Building and Partnerships:

- Liaise with national and international partners to ensure their proper input to the delivery of projects.

Event Management:

- Coordinate the delivery of events in line with British Council standards.

Monitoring and Evaluation:

- Actively contribute to project / business monitoring and evaluation activities.
- 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.

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.

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.
- 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.

Customer Service:

- Ensure that all project's activities are delivered in accordance with the British Council's customer service standards.

Equality, Diversity and Inclusion (EDI):

- Ensure that all projects and activities reflect the British Council's values and adhere to its EDI principles.

Child Protection:

- Ensure that all projects and activities reflect the British Council's values and adhere to its Child Protection policy.

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.

Key Relationships:

Internal

- Country Director and Deputy Director Kazakhstan
- Education and Society Team Kazakhstan
- Marketing and Communications Team Kazakhstan
- Finance and Resources Team Kazakhstan

External

- Project / business partners
- Project / business customers
- Atyrau Akimat
- Atyrau oblast and city Education Departments
- Atyrau State University
- Directors and management of schools participating in the project
- Teachers at Atyrau schools and Atyrau State University
- NCOC

Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	Kazakhstani passport holder/ right to 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 3 months of securing this job.	N/a
Notes		
Person Specification:		Assessment stage
Language requirements (DELETE IF NOT APPROPRIATE)		
<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> ▪ Fluent written and spoken Kazakh and English 	<ul style="list-style-type: none"> ▪ Fluent written and spoken Russian 	Shortlisting and Interview

Qualifications		
<i>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>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> At least two years of experience in an international environment in the public or private sector Experience of delivering international projects Experience of events management 	<ul style="list-style-type: none"> Experience of work in the education sector and/or government sector Teaching or administrative experience in a school/college/university Experience of installation, set-up and use of videoconferencing equipment and software (Skype, Zoom, etc.) 	Shortlisting and Interview
Role Specific Skills		
<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> Project and contract management (level 1) Financial planning and management (level1) Communications (level 1) 	<ul style="list-style-type: none"> Marketing and customer service (level 1) Skills, knowledge and understanding of working safely with children 	Shortlisting and Interview
British Council Core Skills		<i>Assessment Stage</i>
<p>Managing People (level 1) Supports others Provides support to less experienced members of the team and is aware of individual differences. Helps colleagues perform tasks and use systems and processes.</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>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>Planning and organising (level 2) Plans ahead Organises own work over weeks and months, or plans ahead for others, taking account of priorities and the impact on other people.</p>		Shortlisting and Interview

<p>Managing Finance and Resources (level 3) Supports budget management Monitors and controls an agreed budget within a defined area, producing reports and analyses and contributing to planning.</p> <p>Managing accounts and partnerships (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>	
British Council Behaviours	Assessment Stage
<p>Creating shared purpose (Essential) Communicating an engaging picture of how we can work together</p> <p>Connecting with others (Essential) Making regular opportunities to understand others</p> <p>Working together (Essential) Establishing a genuinely common goal with others</p> <p>Being accountable (Essential) Delivering my best work in order to meet my commitments</p> <p>Making it happen (Essential) Delivering clear results for the British Council</p> <p>Shaping the future (Essential) Looking for ways in which we can do things better</p>	Interview
Prepared by:	Date:
Project Manager	May 2018