

# **PROJECT COORDINATOR UKRAINE**

## Role Information

Role	Pay Band	Location	Duration	Reports to:
Project Coordinator	British Council Pay Band H	Kyiv	TBC	TBC

## Role purpose

To provide administrative, financial and logistical support to projects and services as determined by the British Council's strategic plans for its work in Ukraine. This involves assisting the management, facilitation and delivery of activities and events for the project team in order to achieve project outcomes. The role works to the British Council Ukraine project teams' deliverables to achieve agreed targets and increase impact for the British Council's programmes in Ukraine.

## Strategic Business Unit overview:

The British Council was founded to create 'a friendly knowledge and understanding' between the people of the UK and wider world by making a positive contribution to the countries it works with, and in doing so making a lasting difference to the UK's international standing, prosperity and security. The programmes it uses to do this are wide-ranging and cover the arts, education, English, science and society.

The British Council has been operating in Ukraine since 1992, working to promote educational, scientific and cultural cooperation between Ukraine and the UK. The British Council's activities include the teaching of English and the administration of UK exams on a commercial basis, the delivery of technical assistance contracts for governments and international donors, and the delivery of charitable projects and programmes in English, Education and Science, Society, and the Arts and Culture, using UK Government funds.

The British Council's objectives in Ukraine are:

- To support Ukraine's European choice and ambitions for international partnership;
- To make the UK a partner of choice for Ukraine in reforming its education system and revitalising its cultural sector.

The British Council has significantly scaled up its English, Education, Society and Culture programmes in Ukraine since the 2014 Revolution of Dignity. The current programme portfolio is focused on:

- Improving the teaching and learning of English in schools and universities to enhance young Ukrainians' employability and give them skills to access wider views and opinions.

- Improving the quality, relevance, effectiveness and transparency of higher education in Ukraine as a vital enabler for social and economic development, for innovation and for the embedding of democratic demand amongst young Ukrainians.
- Transforming thousands of young people across Ukraine each year into “Active Citizens”, with greater understanding of difference, and equipped with the skills and confidence to contribute to their communities’ and country’s development and cohesion through social action.
- Strengthening the capacity of the cultural sector and the creative industries to contribute to Ukraine's social and economic development.

The British Council is committed to a policy of equal opportunity and welcomes applicants from all sections of the community. We work to ensure that people are not unjustifiably discriminated against on the basis of age, disability, ethnicity and race, gender, religion or belief, sexual orientation or any other irrelevant grounds. We guarantee an interview to disabled candidates who meet the essential criteria

The British Council believes that all children have potential and that every child matters – everywhere in the world. The British Council affirms the position that all children have the right to be protected from all forms of abuse as set out in article 19, UNCRC 1989

<https://www.britishcouncil.org/organisation/transparency/policies/child-protection>

### Main opportunities/challenges for this role:

- Support the British Council in launching and deliver of new programmes in Ukraine in the areas of English, Education, Society and Culture, at scale and at speed.
- Contribute to significantly-increased digital engagement and impact for the British Council’s programmes.
- Support / be part of multi-country programmes across the British Council’s Wider Europe region.

### Main Accountabilities:

- **Project Coordination and Delivery:** Coordinate the delivery of project activities in close cooperation with local and regional project teams. Provide administrative, financial and logistical support to projects 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, secure smooth project implementation and enhanced impact for the British Council’s work.
- **Procurement:** Manage the procurement and contracting of goods and services,

and payment for them, in accordance with British Council procedures.

- **Marketing and Communications:** Work closely with the marketing and communications team to ensure the effective promotion and marketing of projects in accordance with project communication plans.
- **Monitoring and Evaluation:** Actively contribute to project monitoring and evaluation activities.
- **Equality, Diversity and Inclusion:** Ensure that all aspects of projects delivered reflect British Council values and adhere to its Equality, Diversity and Inclusion principles.

### Role Requirements:

Threshold requirements:		Assessment stage
<b>Passport requirements / Right to work in country</b>	Existing right to work in Ukraine	<i>Shortlisting</i>
<b>Criminal, medical, references check requirements</b>	Relevant record checks	<i>Shortlisting</i>
Person Specification:		Assessment stage
Language requirements		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
English, Ukrainian and Russian to C1 level.		<i>Shortlisting</i>
Qualifications		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
University degree or equivalent.	Qualification in in a sector relevant to the British Council's programmes.	<i>Shortlisting</i>
Job Specific Knowledge & Experience		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
Experience in Project delivery.	Basic project management.	<i>Shortlisting and interview</i>
Experience in working for or in partnership with international organisations/institutions.	Marketing and communications. Expertise in English, Education, Society and Culture sectors.	

British Council Core Skills	Assessment Stage
<p><b>Managing projects (level 1)</b>  <b>Follows project management disciplines</b>  Works with project management systems and procedures, and has a track record of compliance with them as a project team member.</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 1)</b>  <b>Is methodical</b>  Able to plan own work over short timescales for routine or familiar tasks and processes.</p> <p><b>Analysing data and problems (level 1)</b>  <b>Is systematic</b>  Breaks down problems into a list of tasks to be done and decides on appropriate action.</p> <p><b>Managing finance and resources (level 2)</b>  <b>Uses financial systems and processes</b>  Uses corporate financial systems and processes appropriately as part of the job and on behalf of a team.</p> <p><b>Using technology (level 1)</b>  <b>Operates as a basic user of information systems, digital and office technology</b>  Able to use office software and British Council systems to do the job and manage documents or processes.</p> <p><b>Managing accounts and partnership (level 1)</b>  <b>Supports account management</b>  Able to research business issues and contacts in stakeholder and potential partner organisations to support account management and business development.</p>	<p><i>Shortlisting and interview</i></p>
British Council Behaviours	Assessment Stage
<p><b>Creating shared purpose:</b> Communicating an engaging picture of how we can work together (essential).</p> <p><b>Connecting with others:</b> Making regular opportunities to understand others (essential).</p> <p><b>Working together:</b> Establishing a genuinely common goal with others (essential)</p> <p><b>Being accountable:</b> Delivering my best work in order to meet my commitments</p>	<p><i>Interview</i></p>

(essential).

**Making it happen:** Delivering clear results for the British Council (essential).

**Shaping the future** Looking for ways in which we can do things better (essential).