

# **PROJECT MANAGER UKRAINE**

## Role Information

Role	Pay Band	Location	Duration	Reports to:
Project Manager	British Council Pay Band G	Kyiv	TBC	TBC

## Role purpose

To manage agreed programmes and activities as determined by the British Council's strategic plans for its work in Ukraine.

To oversee and deliver direct programme activities with designated partners, increasing impact for the British Council's programmes in Ukraine in line with agreed objectives and targets.

To ensure high-quality programme activities meet partner, customer, and participant expectations, and are delivered on time and to budget.

To assist in developing partnerships and in identifying new partnership and funding opportunities.

To undertake monitoring and evaluation of activities in accordance with British Council standards.

## 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:

- Enable the British Council to launch and deliver new programmes in Ukraine in the areas of English, Education, Society and Culture, at scale and at speed.
- Deploy and manage much greater commissioning / outsourcing of project delivery.
- Ensure 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, including possibly taking on regional coordination or management roles.

### Main Accountabilities:

- **Programme Implementation:** Ensure agreed annual plans for projects managed are implemented successfully and to standard.
- **Partnership Development:** Position the British Council as the partner of choice within the public, private and international sectors. Pursue funding and sponsorship opportunities in Ukraine, and assist senior managers in the development of concept notes and bids / proposals for funding in line with strategic plans.

- **Relationship Building:** Build and maintain relationships with Ukrainian, UK and other stakeholders, partners, consultants and networks in order to secure smooth project implementation and enhanced impact for the British Council's work.
- **Programme Management:** Lead on the delivery and evaluation of projects managed; manage project budgets as delegated; reach agreed impact targets; work closely with the country marketing team to ensure effective communications and digital representation of the projects in traditional, digital and social media.
- **Equality, Diversity and Inclusion:** Ensure that all aspects of projects managed 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>
<p><b>Professional knowledge and experience:</b> demonstrable experience of working in Ukraine in a sector relevant to the British Council's programmes for at least three years.</p> <p><b>Partnership and project development experience:</b> experience of successful delivery of projects to</p>	<p><b>Professional knowledge and experience:</b> experience of developing and/or managing international cultural exchange.</p> <p><b>Partnership and project development experience:</b> experience of successfully pursuing and developing projects through donor-funded, sponsorship,</p>	<i>Shortlisting and interview</i>

<p>agreed financial and non-financial targets.</p>	<p>client- and/or co-funded partnerships. <b>New media:</b> experience of devising and delivering innovative and partner-led digital content and distribution strategies.</p>	
<p><b>British Council Core Skills</b></p>		<p><b>Assessment Stage</b></p>
<p><b>Managing people (level 2) Supervises a small team</b> Supervises a small team of people doing similar jobs to deliver short term tasks to agreed quality and time standards.</p> <p><b>Managing projects (level 3) Leads smaller projects</b> Analyses requirements with the sponsor/stakeholders, defining the specification, planning, revising, implementing and evaluating on small-to-medium scale and/or low risk projects.</p> <p><b>Communicating and influencing (level 3) Is creative and adaptable in communications</b> Able to use a range of non-standard and creative approaches to inform, and persuade others, extending beyond logical argument to influence decisions and actions in a way which is inclusive and engaging.</p> <p><b>Planning and organising (level 3) Develops annual plans</b> Develops and reviews the implementation of annual plans for a work group or function, taking account of business and customer requirements and reconciling competing demands.</p> <p><b>Analysing data and problems (level 3) Analyses patterns</b> Seeks out and examines a range of information to identify patterns, trends and options, to solve multifaceted and complex problems.</p> <p><b>Managing finance and resources (level 3) 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>Using technology (level 2) Operates as an advanced user</b> Works as an advanced practitioner in the use of office software and/or British Council standard and social media platforms and trains or coaches others in their use.</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>Developing business (level 2) Analyses trends</b> Researches markets and conducts cost/benefit analyses to identify new opportunities or recommend improvements to current initiatives.</p> <p><b>Managing accounts and partnership (level 2) Works with stakeholders and partners</b> Communicates regularly with diverse stakeholders, customers and/or partners to build mutual understanding and trust.</p>		<p><i>Shortlisting and interview</i></p>
<p><b>British Council Behaviours</b></p>		<p><b>Assessment Stage</b></p>

**Creating shared purpose:** Communicating an engaging picture of how we can work together (essential).

**Connecting with others:** Making regular opportunities to understand others (essential).

**Working together:** Ensuring that others benefit as well as me (more demanding).

**Being accountable:** Putting the needs of the team or British Council ahead of my own (more demanding).

**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).