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| Role Title |
| Customer Excellence Call-in Assistant |
| Role Information |
| **Role Type** | **Pay Band** | **Location** | **Duration** | **Reports to:** |
| **Call-in Assistant** | **Hourly-paid** | **Kyiv, Ukraine** | **fixed-term** | **Customer Excellence Coordinator** |
| Role purpose |
| Deliver high quality services to internal and external customers by adhering to global customer service standards of excellence and secure excellent sales results in order to enable the Council to meet its sales targets. |
| 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: |
| Our large teaching centre in Kyiv has an excellent reputation among our 2,000 plus customers and the maintenance of this reputation is critical to future growth. We deliver lessons to Young Learners, Adults and Corporate Clients both at our main premises and across the city. Our Exams business delivers over 10,000 exams per year including IELTS, APTIS and a range of professional exams.The British Council also runs a programme of activities in the Arts, Higher Education, English and Society engaging directly with more than 100.000 people in 2015 and with a further 2,300,000 using our digital services, including English language resources and more than 1 ml using our publications and broadcast products. Partners and participants are also important to us as customers, requiring high standards of customer care.The British Council is an equal opportunities and diversity employer, and the post holder will play a role in ensuring that Equality, Diversity and Inclusion polices are consistently applied through the operation. The British Council has a fundamental duty of care of all children engaged in activities with us under our mandatory Child Protection Policy. All our employees must be familiar with and follow the Child Protection Code of Conduct. 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. |

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| Main opportunities/challenges for this role: |
| This role requires analytical thinking skills and good organisational skills. Attention to detail and high levels of professionalism are also essential. In addition, the post holder will be expected to be pro-active and customer orientated with excellent communication and computing skills. |
| Main Accountabilities: |
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| **Customer services and sales**Deliver professional customer service to both internal and external customers within distinct areas of the customer excellence department:* Front Desk
* Call Centre

**Face to Face duties*** + greet all visitors and customers in a warm professional manner
	+ build rapport with customers in order to find out the objectives, needs and requirements
	+ to delight the customer in terms of the experience and to help the customer to buy
	+ to close the sale/interaction, maximising enrolment

**Telephone and E-mail enquiries*** + to answer all calls with a polite and pleasant manner according to corporate telephone standards – call greeting, call handling and call closing
	+ to maximise conversion rates of enquiries to sales figures by communicating features and benefits of BC offers, convincing and persuading prospects to enrol.

**Teaching Centre (TC) and Exams registrations*** Deliver registrations for Teaching Centre and Exams on a continuous basis and proactively cross-sell all relevant British Council services which customers may be interested in.
* Prepare and take responsibility for handling relevant documents to TC and Exams customers, such as invoices, information flyers and so on.
* Ensure confidentiality and safety of documents and transactions
* Assist in conducting placement testing and coordination of online registration for placement testing system.
* Manage waiting lists, reservations and movements of TC customers

**Collaboration relationship management*** Manage CRM system to support proactive cooperation with customers and increase conversion rates from enquiry to PT registration and from PT registration to course registration.

**Other important features or requirements of the job:** * Flexible working hours are required to support CET operations. Your working hours will be scheduled within the following shifts and may cover from a couple of hours a day/week up to a full shift depending on the operational needs and your availability.

09:00 - 17:30 11:30 - 20:00 09:00 - 17:30 (Saturdays) |

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| Key Relationships: |
| ***Internal**** Head Sales and Customer Management
* Customer Excellence Coordinator
* Sales Coordinator
* Assistant Teaching Centre Manager
* Senior Teachers
* Examinations Services Manager and other Exams colleagues

***External**** British Council customers (TC, Exams and other)
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| Role Requirements: |
| **Threshold requirements:** | **Assessment stage** |
| **Passport requirements/ Right to work in country** | You must have the right to live and work in the country in which the role is based. | *Shortlisting* |
| **Direct contact or managing staff working with children?** | No | *N/A* |
| **Notes** | Criminal record check (Child Protection check), medical check | *During first month after job offer* |
| **Person Specification:** | **Assessment stage** |
| **Language requirements** |
| ***Minimum / essential*** | ***Desirable*** | ***Assessment Stage*** |
| * English at a minimum of B2 level
* Fluent written and spoken Ukrainian and Russian
 |  | *Shortlisting English language test**before interview* |
| **Role Specific Skills (if any)** | ***Assessment Stage*** |
| * Excellent communication skills
* Accuracy/attention to detail
* Computing skills (MS Office, Excel)
 | *Shortlisting AND Interview* |
| **British Council Core Skills** | ***Assessment Stage*** |
| **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.**Planning and organising *(level 1).* Is methodical**Able to plan own work over short timescales for routine or familiar tasks and processes.**Analysing data and problems *(level 1).* Is systematic**Breaks down problems into a list of tasks to be done and decides on appropriate action.**Using technology *(level 1).* Operates as a basic user of information systems, digital and office technology**Able to use office software and British Council systems to do the job and manage documents or processes. | *Shortlisting AND Interview* |
| **British Council Behaviours** | ***Assessment Stage*** |
| ***Creating shared purpose (essential)***Communicating an engaging picture of how we can work together***Working together (essential):***Establishing a genuinely common goal with others***Being accountable (essential):***Delivering my best work in order to meet my commitments***Connecting with others (essential):***Making regular opportunities to understand others better ***Making it happen (essential):***Delivering clear results for the British Council***Shaping the future (essential):***Looking for ways in which we can do things better | *Interview* |
| **Prepared by:** | **Date:** |
| Customer Excellence Coordinator | 30 July 2018 |