

**PROJECT MANAGER  
UKRAINE  
(EU-FUNDED CULTURE  
BRIDGES PROGRAMME)**

## Role Information

Role	Pay Band	Location	Duration	Reports to:
Project Manager	British Council Pay Band G	Kyiv	Fixed-term till 30/10/2020	Senior Project Manager

## Role purpose

To manage EU-funded programme Culture Bridges implemented by the British Council in partnership with the European Union National Institutes for Culture (EUNIC) network in Ukraine.

To oversee the project management framework of the Culture Bridges programme.

To deliver direct programme activities with designated partners, in line with agreed objectives and targets of the Culture Bridges programme.

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

To manage operational finances, financial planning and reporting for the Culture Bridges programme.

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

To contribute to the visibility of the Culture Bridges programme in Ukraine and the EU.

## 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.

Culture Bridges ([www.culturebridges.eu](http://www.culturebridges.eu)) is a 3 years' programme that supports the development of the culture sector in Ukraine and enables it to engage more effectively with cultural organisations and operators of the European Union (EU). The programme was launched in November 2017 and will run till October 2020.

The programme is funded by the EU as part of its support for the implementation of the Association Agreement between the EU and Ukraine, and is managed by the British Council in partnership with the European Union National Institutes for Culture (EUNIC) network in Ukraine.

Main programme activities include: grants scheme, capacity building activities for culture managers and potential applicants for the Creative Europe programme, EUNIC special projects.

The Project Manager is a British Council employee with 100% of the post covering Culture Bridges programme.

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

- Deploy and manage much greater commissioning / outsourcing of project delivery.
- Ensure significantly-increased digital engagement and impact for the Culture Bridges programme.
- Be part of the dynamic multi-tasking programme team responsible for the whole cycle of the programme.

#### **Main Accountabilities:**

- **Programme Implementation:** Ensure all programme components are implemented successfully and to standard, including grants management.

- **Project Management:** Making sure all contract obligations are reflected in the activity plan and programme documents. Developing and updating project documents, including programme timeline, budget, timesheets, etc.
- **Partnership Development:** Contribute to efficient relationship building with partners, project beneficiaries, sector representatives, service providers, media,
- **Finance Management and Reporting:** Lead on financial planning, forecasting, budgeting and reporting for the programme. Cooperate with Finance Team and Programme team on registering all programme expenses according to the British Council standards, overseeing Programme budget.
- **Equality, Diversity and Inclusion:** Ensure that all aspects of projects managed reflect British Council values and adhere to its Equality, Diversity and Inclusion principles.
- **Line Management of a Programme Coordinator.**

### Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements / Right to work in country	Existing right to work in Ukraine	Shortlisting
Criminal check requirements	Relevant criminal record checks	Shortlisting
Person Specification:		Assessment stage
Language requirements		
<i>Minimum / essential</i>	<i>Desirable</i>	Assessment Stage
English, Ukrainian and Russian to C1 level.		Shortlisting
Qualifications		
<i>Minimum / essential</i>	<i>Desirable</i>	Assessment Stage
University degree or equivalent.	Qualification in a sector relevant to the British Council's programmes.	Shortlisting
Job Specific Knowledge & Experience		
<i>Minimum / essential</i>	<i>Desirable</i>	Assessment Stage
<b>Project management:</b> at least three years' experience of successful delivery of technical	<b>Professional knowledge and experience:</b> experience of developing and/or managing	Shortlisting and interview

<p>assistance projects to agreed financial and non-financial targets</p> <p><b>Grant management:</b> at least three years' experience of working on donor-funded grant disbursement programmes in Ukraine,</p> <p><b>Partnership and project development experience:</b> experience of successful delivery of projects to agreed financial and non-financial targets.</p>	<p>international cultural exchange.</p> <p><b>Partnership and project development experience:</b> experience of successfully pursuing and developing projects through donor-funded, sponsorship, client-and/or co-funded partnerships.</p> <p><b>New media:</b> experience of devising and delivering innovative and partner-led digital content and distribution strategies.</p>	
British Council Core Skills		Assessment Stage
<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</p>		Shortlisting and interview

<p>procedures and record of following them.</p> <p><b>Developing business (level 2) Analyses trends</b></p> <p>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></p> <p>Communicates regularly with diverse stakeholders, customers and/or partners to build mutual understanding and trust.</p>	
<b>British Council Behaviours</b>	<b>Assessment Stage</b>
<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> Ensuring that others benefit as well as me (more demanding).</p> <p><b>Being accountable:</b> Putting the needs of the team or British Council ahead of my own (more demanding).</p> <p><b>Making it happen:</b> Delivering clear results for the British Council (essential).</p> <p><b>Shaping the future</b> Looking for ways in which we can do things better (essential).</p>	<i>Interview</i>