

English programmes

Local enumerator for SWITLO

Application deadline is **17 June 2024**

We are seeking an individual or organisation with a proven track record and expertise in research data collection in education area to build a pool of local enumerators for the SWITLO project.

The SWITLO project has evolved from our Teaching and Learning in Difficult Times (TLiDT) project, which was initiated in August 2022 to assist Ukrainian teachers in navigating the challenges of teaching during wartime.

Our goal is to support teachers in creating 1,500 Teacher Activity Groups, engaging 15,000 teachers of English in self-driven professional development via communities of practice across the country. Given the scope of the SWITLO project, the role of enumerators is crucial in enhancing the evidence base for the British Council's continuous professional development support for teachers in Ukraine.

The enumerators will play a central role in gathering, reporting, and utilising a variety of data from the communities of practice involved in the SWITLO project. They will have the opportunity to participate in innovative training through guided e-learning and live training sessions, either online or face-to-face.

Following the training, enumerators are expected to commit to a minimum of about two days per month for evaluation activities during the data collection phases, which will be confirmed in advance. This will include virtual and in-person data collection, analysis, and review/feedback sessions. Enumerators are expected to collaborate closely with the SWITLO project team in Ukraine. The time committed for evaluation will be compensated at an hourly rate, with potential for additional hours based on project needs in various regions.

Key Deliverables

- Participate actively in initial training (July 2024) in impact measurement and management – guided e-learning self-learning of 15 hours.
- Participate actively in training workshops on data collection / evaluation tool.
- Check through surveys, topic guides, and other tools to make sure evaluators are asking the right questions and the language is appropriate and accessible.
- Conduct or co-facilitate activities including carrying out interviews, surveys, focus groups, observations.
- Support SWITLO colleagues to raise awareness of the evaluation and encourage involvement.
- Read through outputs like interview transcripts and survey results to think about key themes and areas of interest emerging and take part in discussions to feedback views on these.
- Support the development and design of project reports, to provide views on the importance of the themes discussed, and ensure they are clear, accessible, and attractive.

What we are looking for from you

Experience and knowledge

- Following processes and/or completing tasks where accuracy is important.
- Experience in research or evaluation and undertaking quantitative and qualitative data collection tasks.
- Completing tasks where communication with others is important.
- Collecting information or data (in words, pictures, numbers, or other media) from/with other people.
- Familiarised with safeguarding protocols in data collection.
- Experience with data entry in Excel and Word to systematise data collected.
- Living in a Ukrainian region and a willingness to travel for data collection.
- Knowledge and understanding of the issues faced by project participants living in Ukraine.
- Intermediate working knowledge of IT, such as emails, video-calling, and MS Office (Excel and Word).

Skills and abilities

- Ability to be a flexible and co-operative member of a team.
- Strong active listening and communication skills.
- Sensitivity to people's experience and ability to treat information as confidential.
- Good reading comprehension skills.
- Ability to be well organised.
- Good time keeping.

Attitude

- Interested in learning about evaluation and research.
- Passionate about listening to and helping others have their voices heard and changing the way services are delivered.
- Commitment to completing required training.
- Willing to ask questions and demonstrate curiosity.
- Commitment to collaborative ways of working.
- Commitment to and understanding of safeguarding and professional boundaries.
- Respect for the values and ethos of British Council.
- Personal and professional integrity.
- Positive attitude towards people.

Additional (desirable)

- Knowledge of anti-discriminatory working practices, and their implications within the working environment.
- Practical application of diversity awareness and unconscious bias in cooperation.

What we will do to support you in this role

We will provide the following resources to assist in the successful achievement of the responsibilities outlined above:

- On-going and targeted learning and development that will support and enable you to deliver the role to a high standard, including specialist training evaluation methods.
- A full induction to the British Council and SWITLO
- Continuous support and supervision including reflective practice to develop your learning and skills as an enumerator.

How to apply for the role of a local enumerator in the SWITLO project

Please submit the following to ep_team@britishcouncil.org with the subject “Local enumerator” by **18:00** Ukraine time on **17 June 2024**.

1. A letter of interest up to 500 word-count highlighting your knowledge and expertise, providing evidence of relevant experience and reasons for motivation to join the team of enumerators.
2. Up to date Resume that includes the most relevant recent experience, relevant education, and achievements.

The number of places is limited.

For any clarification questions contact us at ep_team@britishcouncil.org