

## Role Profile

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# Project Manager- Youth and Skills, Nepal

Role information		
Role type	Pay band	Duration
<b>Business Delivery</b>	<b>Fixed Term Contract</b>	<b>3 months with a possibility for an extension ( 31 August 2024 )</b>
Choose an item.	Choose an item.	
Role purpose		
Leads the successful delivery of youth leadership development project and other activities under education sector portfolio managing project plan, managing client or internal stakeholders, successfully achieving reporting and meeting compliance standards.		
Role context		
This role is a temporary role which sits within education team of British Council's Cultural Engagement (CE) Strategic Business Unit (SBU).		
CE brings together our portfolio of work in arts, education, English, and research. Our portfolio is delivered through a set of globally led programmes that locates our work and impact within our strategic framework. These programmes deliver our key performance indicators and impact ambitions. Our programmes are funded by the British Council's grant in aid, through partnerships and external clients.		

*The project manager will manage British Council's Youth for Climate Action Project, and other activities and events under British Council's education sector portfolio which includes school education and skills projects.*

The British Council has a contextualised programme and project management framework with clear standards and procedures for programme management set out by the CE Centre of Excellence. This framework is in line with Cabinet office functional standard for project delivery, FCDO Operating Framework and the Association for Project Management Body of Knowledge.

## Main accountabilities

### Relationship & Stakeholder management

- Has relationships with delivery partners and stakeholders within country and is able to procure services and manage delivery partners.
- Holds suppliers to account for delivering against contract.
- Builds strong internal relationships and networks.
- Supports business development and partnerships development with national and international funders / partners.

### Commercial and Financial Management

- Ensure sound financial planning, working closely with finance teams to ensure British Council and client financial year plans are up to date.
- Manages and monitors project budget, timely reports risks, including financial and identification of opportunities and mitigation actions.
- Compliance to British Council financial policies and procedures.

### Project Management

- Contributes to development of, owns and delivers on Project Management Plan.
- Delivers project/programme in compliance with all internal policies and processes (for example British Council's project management framework, safeguarding, EDI, social value and conflict sensitivity).
- Supports on internal planning and reporting including; risk and issue management, impact reporting and ensuring regional management information requests are met.
- Manages procurement on a project/programme.
- Responsible for data collection and data management including timely data entry, quality assurance of data, undertaking basic analysis of monitoring data, and developing progress reports to meet funding needs.
- Develops impact stories and other communication materials.
- Manages seminars, conferences and workshops under the education sector projects/programmes.
- Supports in project administration as required.

## Condition of employment

<b>Proof of Identity requirements/right to work in country</b>		Shortlisting
Candidates are expected to have researched whether they have the right to live and work in the country in which the role is based. Given that our offices have different legal status depending on the work we do in those countries, we recommend that you contact HR in country for additional information on the likelihood of securing a visa. Only at its discretion will the British Council provide support so please check first whether visa support is offered.		
<b>Language Requirements</b>		<b>Assessment stage</b>
C1 English		Shortlisting
<b>Additional job requirements</b>		
Role could require some domestic and international travel as required by the programme and some out of hours and evening work responding to or driven by programme/portfolio needs		
<b>Person specification</b>		
<b>Qualifications</b>		
<b>Minimum/essential</b>	<b>Desirable</b>	<b>Assessment stage</b>
University degree in related field		Shortlisting
<b>Role specific knowledge and experience</b>		
<b>Minimum/essential</b>	<b>Desirable</b>	<b>Assessment stage</b>
<ul style="list-style-type: none"> <li>• Experience of managing projects from start to finish and familiarity with project life-cycles.</li> <li>• Understanding of procurement, evaluation and reporting requirements of projects.</li> <li>• Proven experience of managing project finances.</li> <li>• Experience of managing stakeholders</li> <li>• More than 3 years working in project or programme management.</li> <li>• Experience of using technology in project delivery.</li> <li>• Good understanding and experience of supporting monitoring and evaluation.</li> </ul>	<p>Experience in managing youth leadership development projects.</p> <p>Knowledge and experience of global challenges like the climate change and gender equality.</p>	Shortlisting AND/OR interview

<b>Role specific skills</b>		<b>Assessment stage</b>
<i>Refer to function/job family skills framework where applicable</i>		Shortlisting AND /OR interview
<b>British Council core skills</b>		<b>Assessment stage</b>
<ul style="list-style-type: none"> <li>• Managing projects 2</li> <li>• Communicating and Influencing 2</li> <li>• Managing risk 2</li> <li>• Account and Partnership management 2</li> <li>• Planning and organising 2</li> <li>• Finance and resources 2</li> </ul>		Shortlisting AND /OR interview
<b>British Council values and behaviours</b>		<b>Assessment stage</b>
<p><b>British council values and behaviours</b> are applicable across our organisation, in all roles and at all levels. They are important because they say what we stand for at the British Council and help us to deliver our strategy. We use them to guide our decision making, as well as guiding how we treat one another and the people we work with. These will be assessed in the selection process. Our values are:</p> <p><b>Open and Committed; Expert and Inclusive; Optimistic and Bold.</b></p> <p>The behaviours for each values pair can be found on our <a href="#">Intranet SharePoint site</a> for internal staff and at our Careers portal for external applicants.</p>		Shortlisting AND /OR interview
<b>Role Profile completed by</b>		<b>Date</b>
Name: <b>Sagun Shrestha</b>		17.05.2024