

Role Title

Project Manager for TAHAWER

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Fixed term	Grade G	Baghdad	2 years	Team leader for TAHAWER

Role purpose

This post will support the Team Leader in the delivery of components of the EU-funded TAHAWER project in Iraq granted to the British Council through a grant agreement for implementation to the value of Euro 4.85 million over three years. S/he will be responsible for ensuring that the project is managed in accordance with the contractual funding agreement, technical proposal, logical framework analysis, budget, timeline and British Council's policies and procedures.

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.

Project overview:

The overall objective of the project is to enhance understanding of religion and local custom's relationship to peace building with and between community groups (including marginalised groups) in Iraq, and inform provincial, national, and European key policy and decision makers.

The specific objective of the project is to facilitate better understanding and appreciation of perspectives between community groups, on religion's relationship to peace building and to increase evidence and knowledge sharing to inform policy development and decision making.

To achieve this objective, the project comprises 4 inter-connected components :

- Component 1: Religion's relationship to stability – 'bottom up' conflict analysis
- Component 2: Establish a country wide debating programme – Iraqi Voices
- Component 3: Promote the constructive role of religion to stability
- Component 4: Promote dialogue on stability with policy and decision makers.

Implementation of the project will began in October 2017 and continue for a period of 36

months.

A fixed term employee contract for this post will be issued only after the contract with the donor is signed. A total of 400 working days have been budgeted for this position to be delivered over a period of 2 years. The British Council reserves the right to withdraw this post at any time until the employment contract is signed

Main opportunities/challenges for this role:

- *Timely delivery of results adhering to client deadlines*
- *Stakeholder management (both internal and external)*

Main Accountabilities:

- Provide support to the Team Leader on the overall delivery and management of the project through all stages of implementation to achieve agreed outcomes and outputs in logical framework (theory of change) to a high quality.
- Manage inputs of project delivery partners and international and national consultants to agreed standards according to the schedule
- Ensuring that project is managed to EC and British Council standards
- Support the team leader to prepare technical reports (including financial reporting) for the European Commission and the Steering Committee and represents the action therein
- Ensuring sound financial management and planning aspects of the project: working with the Finance Manager to oversee external and internal reporting, budget management & forecasting and client (i.e. the EU) invoicing.
- Support the development and management of senior relationships with the EC, key agencies, partners and individuals, as required, to support the achievement of the project plan
- Ensuring events management (including all debates) and logistical arrangements are delivered effectively and to British Council standards and expectations
- Support the team leader in evaluating a range of geo-political and operational risks and make appropriate changes to plans and/or resourcing, as necessary, to mitigate potential difficulties and optimise performance.
- Identifying and sharing lessons learnt, areas of innovation and best practice for continuous improvement of the project and wider internal teams.

Key Relationships:

Internal

Country Director, Team leader, Senior Responsible Officer, Project delivery team, Technical Advisor, UK support teams including contract management.

External

Client (EC and beneficiaries), CSOs, Relevant Ministries in Iraq, NGOs, Community leaders, International and national short term and long term consultants.

Role Requirements:

Threshold requirements:

**Passport requirements/
Right to work in country**

Ability to work and travel within Iraq ,the region and to the UK

Assessment stage

Shortlisting

Direct contact or managing staff working with children?	No	N/a
Notes	Successful applicant will be required to undergo FCO security clearance check and Iraq Security Forces check in Baghdad for permission to enter and exit the International Zone.	

Other important features or requirements of the job

- The post holder will understand and make decisions which are affected by to Equality, Diversity and Inclusion (EDI) legislation and policy. Additionally he/she will exploit opportunities brought by diversity and build them into all planning.
- The post holder will understand the importance of child protection and ensure polices and processes are in place to offer maximum protection of young people at all relevant events and venues and ensure compliance with BC Child Protection policy.
- At peak times and to meet corporate deadlines the role occasionally requires extra hours or weekend working, recoverable as TOIL (Time off in Lieu).

Person Specification: Assessment stage

Language requirements (DELETE IF NOT APPROPRIATE)

<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> ▪ English at Proficiency Level C ▪ Arabic - should be a fluent speaker 		Shortlisting AND Aptis test for English

Qualifications

<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> ▪ University Degree 	Project / programme management qualification Management / leadership qualification	Shortlisting

Role Specific Knowledge & Experience

<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
Proven experience of: <ul style="list-style-type: none"> • Operating successfully on a Civil Society based project • Managing large scale projects for international donors. • Devising and/or implementing annual work plans • Contract and client management for international donor agencies such as European Union or other agency. • Managing partners and sub-contractors in delivering project objectives and activities. • Financial planning budget management • Effective team management in a variety of contexts 	<ul style="list-style-type: none"> • Devising and/or overseeing monitoring and evaluation of project • Devising and/or overseeing project communication strategies and plans. • Identifying and sharing lessons learnt, areas of innovation and best practice for continuous improvement of the project and wider internal teams 	Shortlisting AND Interview

<ul style="list-style-type: none"> An understanding of business planning principles and processes 	
British Council Core Skills	Assessment Stage
<p>Managing projects (Level 4) - Leads a large and varied team</p> <p>Managing people (Level 3) - Manages a team</p> <p>Managing Finance and Recourses (Level 3) - Supports budget management: Monitors and controls an agreed budget within a defined area, producing reports and analyses and contributing to planning</p> <p>Communicating and Influencing (Level 4)- Communicates clearly and effectively. English proficiency is required).</p> <p>Planning and organising (Level 3) – Develops and reviews the implementation of annual plans, taking into account business and client’s requirements and reconciling competing demands.)</p> <p>Analysing data and problems (Level 4)- Solves complex problems</p> <p>Managing risk (Level 3) - Develops the culture</p>	Shortlisting AND Interview
British Council Behaviours	Assessment Stage
<p>Making it Happen (most demanding): Achieving stretching results when faced by change, uncertainty or major obstacles</p> <p>Creating shared purpose (more demanding): Inspiring others to want to take a specific role as part of a shared purpose</p> <p>Being Accountable (more demanding): putting the needs of the team or British Council ahead of my own</p> <p>Connecting with Others (more demanding): Building trust and understanding with people who have very different views.</p> <p>Shaping the Future (more demanding): Exploring ways in which we can add more value</p> <p>Working Together (more demanding): Ensuring that others benefit as well as me</p>	Interview
Prepared by:	Date:
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