

## Global Role Profile

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# Role profile: Project Support Staff, Arts

Role information		
<b>Role type</b>	<b>Pay band</b>	<b>Reports to</b>
<b>Business, Partnership and Programme Development</b>	<b>Grade 4 / H</b>	<b>Head of Arts</b>
Contract duration		
6 months (1 October 2023 to 31 March 2024), excluding national holidays and special non-working days established by national government and the country office.		
Role purpose		
<p>The person will provide project and administration support to a range of Arts projects and activities (with emphasis on Connections Through Culture) to ensure that project objectives are delivered on time, on budget and to the highest level of quality and impact.</p> <p>This role will also provide the support staff with professional development opportunities to work on project delivery and management, champion innovative programmes on Arts, and build their Philippine, East Asia and UK networks.</p> <p>This is a non-permanent worker role. Remuneration only includes salary for 37.5 hours (7.5 hours/day) of work rendered in a week.</p>		
Role context		
British Council Philippines' work in arts currently focuses on cultural exchange, creative economy and responding to global challenges around inclusion and sustainability.		

## **Cultural exchange**

We connect UK's arts and culture sectors with their peers and with audiences internationally driving greater engagement with and favourability towards UK arts and culture. This includes participation in festivals, conferences and other events in the UK and the Philippines.

## **Creative Economy**

We develop the creative economy as a key driver of sustainable, dynamic and inclusive growth, with the UK being recognised as a global leader. Specifically, we work on:

- Championing the international creative economy
- Supporting policy, research and advocacy
- Capacity building for creative professionals and policymakers
- Supporting collaboration, for long-term impact, mutual benefit, and greater international understanding.

## **Arts responds to global challenges**

We support the arts sector to respond to global challenges around inclusion and sustainability by capacity building and developing networks, celebrating best practice and giving people access to international showcasing platforms.

## **Main accountabilities**

The Project Support Staff will mainly work with the team for the Connections Through Culture (CTC) project. Specifically, they will take on and/or provide assistance on the following tasks:

- Assist in amplifying the Call for Applications and other CTC assets
- Assist in the application eligibility reviews
- Schedule meetings and assist in the evaluation of CTC applications
- Draft necessary correspondences such as letters, social media posts, newsletters related to CTC
- Perform due diligence tasks for awarded CTC grantees
- Co-lead the preparation of grant agreements and contract registration
- Lead the procurement activities for the CTC grantees, particularly the vendor registration
- Assist in managing the payments to grantees
- Monitor the movement of the project and the grantees' progress

Generally, the Support Staff shall be able to do the following as well to support other Arts projects for FY 23-24:

### **Project management support**

- Develop full working knowledge of the projects
- Contribute to planning and implementation of projects and activities in line with

standards of the British Council and, where applicable, those of the project partner

- Provide coordination support for the project such as liaising with partners through email or other means of communication
- Support other activities and projects of the Arts team, which may include cross-SBU public-facing events
- Participate in relevant meetings
- Manage database of the Arts team, including adding new contacts and updating information of existing entries

#### Communications

- Draft official correspondences such as letters for the approval of the SBU head or the Country Director
- Assist in the production of news articles, press releases, social media posts, newsletters, concept notes and other materials for internal and external project communication, and ensure that these materials adhere to British Council brand guidelines
- Maintain regular communication with partners, grantees and other stakeholders, including participation and reporting on all relevant meetings
- Observe British Council branding guidelines

#### Procurement

- Support procurement of goods and services in line with British Council procurement guidelines, or where appropriate, with external client standards
- Work with the project team in undertaking the standard due diligence process for new vendors and writing of contracts and other legal documents as necessary
- Facilitate vendor creation process in coordination with the vendor and Procurement hub
- Where necessary, upload agreements to contracts registry
- Process other procurement requirements as needed

#### Finance

- Process payments to vendors on time and in accordance with global finance and SAP guidelines
- Prepare project financial reports as part of audit requirements, if needed
- Process other finance requests as required in coordination with Finance team

#### Monitoring and evaluation

- Complete the Results and Evidence Framework (REF) for the project activities
- Support the supervision of project implementation of the grantees
- Provide necessary M&E tools to grantees, if applicable

### Person specification

### British Council core competencies

- Managing Projects - Level 2
- Planning and Organising - Level 2
- Analysing Data and Problems - Level 2
- Communicating and Influencing - Level 2
- Managing Finance and Resources - Level 1
- Using Technology - Level 1

### **Role specific skills**

- Technical and business writing – Level 2
- Liaising and partnership building – Level 2
- Procurement know-how – Level 1

### **Role specific knowledge and experience**

#### **Minimum/essential**

- Bachelor's degree related to arts, arts management, cultural heritage, creative industries, communications or other related programmes.
- At least two years of experience in project and administrative programme support services including financial planning and communications management
- Excellent written and verbal communication skills, including a high proficiency level in English (at least B2)
- Good interpersonal skills and must be able to work with internal and external stakeholders
- Proficient in Microsoft Office (mainly Outlook, Word, Excel and PowerPoint)

#### **Desirable**

- Knowledge of the arts sector in the Philippines and the UK
- Experience working in the arts and culture sector
- Copywriting and editing experience
- Knowledge of British Council systems and processes
- Project development, management and coordination experience

### **Language Requirements**

The British Council systems and global processes operate in English. Written and verbal proficiency in English is required.

### **Education**

Bachelor's degree related to arts, arts management, cultural heritage, art studies, project management, or related programme.

### **Professional Qualification and Certification**

At least two years of experience in project and administrative programme support services including financial planning and communications management

### **Additional job requirements**

## **Proof of Identity requirements/right to work in country**

Candidates must have the right to live and work in the country in which the role is based.

## **Background Checks**

Initial and continuing employment with the British Council is subject to an annual background check. The job undertaken defines the nature of check(s) and assessment applied.

## **British Council values and behaviours**

British council values and behaviours 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:

Open and Committed; Expert and Inclusive; Optimistic and Bold.

The behaviours for each values pair can be found on our [Intranet SharePoint site](#) for internal staff and at our Careers portal for external applicants.

## **For Recruiter / Hiring Manager use only**

### **Proof of Identity requirements/right to work in country**

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.

Shortlisting

### **Background Checks**

Initial and continuing employment with the British Council is subject to an annual background check. The job undertaken defines the nature of check(s) and assessment applied, please identify the one screening category considered relevant for this job:

(Further guidance [here on the intranet](#))

Offer

### **Senior Manager (PB9/SMP and all head of function/business area, Director or Country Director jobs at PB7/8).**

Yes /No

**Enhanced** (Finance people directly managing expenditure or revenue of or more than £1 million e.g. payroll, procurement, accountancy/controller).

Yes /No



<b>Enhanced Plus</b> (The job is considered regulated if the role holder has frequent (minimum of once a week) or intensive (more than 4 days in one month) occurs in a place giving access to children (e.g. School) or is the line manager of others undertaking regulated activity)	Yes /No
<b>Standard Screening</b> (If none of the above categories apply then the role is subject to standard screening)	Yes /No
<b>Role Profile completed by</b>	<b>Date</b>
<b>Name: Mich Dulce, Head of Arts</b>	31 August 2023