

## Job Description

Job Title	Project Manager - Arts		
Directorate or Region	Senegal and Francophone West Africa	Department/Country	Senegal and Francophone West Africa Programmes Team
Location of post	Dakar	Pay Band	6
Reports to	Head of Programmes & Business Development	Duration of job	1 year

**Purpose of job:** The project manager will ensure the successful planning, management and delivery of Arts related projects, including World Voice, Shakespeare Lives and other arts activities. He/she will contribute to the implementation of the Arts strategy of British Council Senegal by developing a variety of concept notes and quality project proposals in line with British Council priorities and value to UK. He/she will also contribute to this by attracting, promptly responding to and securing new business opportunities. He/she will be in charge of the full realisation of the quarterly cultural offer of British Council Senegal under the strategic guidance of Head of Programmes. He/she will also be in charge of special cultural or arts events that can come up during the year. He/she will contribute to increasing the visibility of British Council Senegal in cultural forums and activities and to set up partnerships with local, national and international cultural institutions.

### **Context and environment:**

The British Council creates international opportunities for the people of the UK and other countries, and builds trust between them worldwide. We call this work cultural relations. We work in over 100 countries, connecting millions of people with the United Kingdom through programmes and services in the English language, the Arts, Education and Society. We believe these are the most effective means of engaging with others, and we have been doing this work since 1934.

In Sub Saharan Africa, we bring people together to learn, create and work together to build long term relationships of trust with the UK. We provide opportunities for people to connect with international experience, to fulfil their education, career and professional development aspirations and to add value to organisations and institutions which support the participation of people in the social, civic and economic life of their communities. British Council Senegal and Francophone West Africa have been working in the sub region since the early 1970s.

### **Accountabilities, responsibilities and main duties:**

#### **Project Management (40%)**

- Ensure proper planning, implementation, monitoring and reporting of all projects and activities in the Arts portfolio by delivering initial yearly MEL plan, EDI plan, scorecard and risk assessment for every project and monthly updated reports.
- Effective budget planning and management, providing monthly reporting of expenditure, monthly income in-kind register and updated project financial position in advance of the

monthly Financial Control and Compliance Framework meeting.

- Management of temporary team members, consultants, interns and/or volunteers working on the Arts portfolio.
- Ensure processes, results and lessons learnt are properly documented and communication deliverables such as success stories are effectively documented, available and up to date for every project.
- Representing British Council in EUNIC meetings and other relevant forums related to Arts and/or culture.

### **Business Development (60%)**

- To develop a solid portfolio of concept notes and funding proposals in the different thematic interests of British Council Senegal (as defined by the Head of Programmes in the Arts strategy) to facilitate business development efforts.
- To plan and initiate regular donor check-in / update visits with major institutional and corporate donors in line with country strategic priorities.
- To secure funding for implementing Arts activities.
- To support the development of positive and productive relationships between the British Council and its partners and other stakeholders, ensuring that sponsors, donors and potential donors are informed about the projects they are funding or interested in funding.

### **Key relationships:**

#### **Internal:**

- Country Director Senegal; Head of Programmes and Business Development, Senegal; Communications Manager, Senegal; Programmes team; Regional/UK based Strategic Business Unit leads; Business Support Services Team

#### **External:**

- Existing and potential sponsors
- Programme partners and beneficiaries
- European and local cultural institutions

### **Other important features or requirements of the job**

Frequent travel within Senegal; occasional travel to the UK and across the region; some evening and weekend work

Please specify any passport/visa and/or nationality requirement.

Right to live and work in Senegal

Please indicate if any security or legal checks are required for this role.

Child protection clearance

## Person Specification

	Essential	Desirable	Assessment stage
<b>Behaviours</b>	<b>Creating Shared Purpose</b> (More Demanding)		Interview
	<b>Connecting With Others</b> (Essential)		
	<b>Being Accountable</b> (Essential)		
	<b>Making It Happen</b> (More Demanding)		
	<b>Working Together</b> (More Demanding)		
	<b>Shaping the Future</b> (Essential)		Required for the position but not assessed during recruitment
<b>Skills and Knowledge</b>	Communicating and Influencing (Level 2)		Interview
	Managing People (Level 2)		Shortlisting and Interview
	Managing Finance and Resources (Level 2)		Shortlisting and Interview
	Developing Business (Level 2)		Shortlisting
	Managing Projects (Level 2)		Shortlisting
	Proficiency in English (minimum IELTS Band 6) and French	Shortlisting and Interview	
<b>Experience</b>	Track record in planning, monitoring, evaluation, learning, and project delivery		Shortlisting and Interview
	Track record in proposal development and winning new business		
	Knowledge of cultural organisations and the arts environment operating in Senegal		
<b>Qualifications</b>	University degree in a relevant subject	Post-graduate degree in relevant subject area	Short listing
		Internationally recognised Project Management qualification	Shortlisting
		Other training related to Arts sector	Shortlisting

Submitted by	Patricia Herran Fernandez	Date	May 2016
--------------	---------------------------	------	----------