

Job description			
Job Title	International Education Expert		
Directorate or Region	South Asia	Department/Country	India, Higher Education and Society
Location of post	Flexible location	Pay Band	Hourly paid
Reports to	Senior Project Manager (SPM), North India, HES	Duration of job	Fixed term umbrella contract up to 31 March 2019 to be supported by separate agreements for each commissioned activity

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.

British Council in India

The British Council has been operating in India since 1948 and this year marks 70 years of the British Council in India and is being celebrated in our centres across the country. Our vision is of a bilateral relationship strengthened by improved economic, social and cultural opportunities for the next generation of young people in India. We work in arts, education and by sharing the English language and increasingly focus on transformative programmes online and through partnerships in states across the country.

Higher Education & Society

In the Higher Education sector, we shape and drive international collaboration between UK and Indian institutions through policy dialogues, research and insight and academic partnerships. We facilitate links between faculty and between students to provide access to international opportunities. We provide services and market insight to UK institutions to promote UK education in India and attract bright young Indians to study in the UK. In our work in society we work in partnership with local and international organisations to support the attainment of sustainable development goals, particularly the development of more secure, inclusive and prosperous societies and women's and girls' empowerment through culture, sports and youth leadership development for social action.

Purpose of the role:

- To deliver the briefing given to students wishing to study in the UK, pilot a series of workshops that would be mapped to student's application journey. Support the British Council team in the delivery of face-to-face workshops as well as contributing to the development of related materials and resources.
- To contribute to agreed outcomes and targets through the development and / or delivery of online, face-to-face workshops and materials for the presentation.
- To support the project team in programme delivery, monitoring, evaluation and related reporting, documentation and communications of the workshops in locations across India. This could include, for example, content writing, conducting workshops, participating in project planning meetings and collecting data for needs analysis or baseline and evaluation studies.

Accountabilities, responsibilities and main duties:

- Deliver workshops for students wishing to study in the UK.

- Conduct needs analyses on a variety of topics for the workshops
- Contribute to the development of workshop materials, including presentation, audio-visual and print materials, to meet needs and project objectives.
- Identify and support project team in the development of audio-visual and print material.
- Design materials and delivery of workshops.
- Attend planning meetings, orientation workshops, events and training with British Council project teams as required.
- Collect and collate monitoring and evaluation data and write drafts of workshop reports.
- Ensure that participant records are up to date in the registration sheet.

Standards to be met:

- Delivery must meet the methodological and language skills needs of the target groups.
- Delivery must meet minimum British Council standards as defined by the standards and behaviours on this role profile.
- Monitoring and evaluation procedures are followed as per project requirements and Senior Project Manager (SPM) guidelines and documentation is completed and submitted on time.
- Face-to-face workshops delivered.
- All workshop documentation (registration sheets, participant profiles, trainer reports etc) is completed and submitted according to agreed standards and timelines.
- Content and delivery meet the methodological and language skills needs of the target groups as identified by the SPM.
- Client satisfaction levels are positive, measured by feedback from client customer satisfaction data and focus groups etc.
- Data protection and copyright laws are complied with and when necessary copyright permission is obtained and kept on record.
- All workshop materials, course and documents must be relevant to the needs of target audiences and in line with agreed standards as defined by the SPM.
- All materials, courses and documents are developed to agreed format and layout which meet British Council standards.
- All travel arrangements and travel and expense claims are made in line with British Council policy.
- British Council standards are upheld for child protection, Equality, Diversity and Inclusion (EDI) and health and safety.

Key relationships:

Internal

- Project Manager, Higher Education and Society
- Senior Project Manager, Higher Education and Society
- Senior Project Managers and Project Managers (Kolkata, Delhi, Chennai, Mumbai)
- Assistant Director Programme, India

External

- Agents, Country Representatives of UK HEIs
- Students, Parents

Other important features or requirements of the job

Some weekend working, working unsocial hours, work at home and frequent travel within India will be required.

Specific work activities are allocated according to business need and International Education Expert Facilitators.

Please specify any passport/visa and/or nationality requirement.	Post holder will need a valid work permit to work in India
Please indicate if any security or legal checks are required for this role.	Reference and background verification checks as per British Council India HR Policy

Person specification			
	Essential	Desirable	Assessment stage
Behaviours	Being accountable (Essential): <i>Delivering my best work in order to meet my commitments</i>		Interview only
	Connecting with others (More Demanding): <i>Actively appreciating the needs and concerns of myself and others</i>		
	Making it happen (Essential): <i>Delivering clear results for the British Council</i>		
	Creating shared purpose (Essential): <i>Communicating an engaging picture of how we can work together</i>		These behaviours will be needed to successfully carry out the role, but will not be assessed for recruitment purposes
	Shaping the future (Essential): <i>Looking for ways in which we can do things better</i>		
	Working together (Essential): <i>Establishing a genuinely common goal with others</i>		
Skills and Knowledge	Workshop Planning and delivery: including understanding needs and critically evaluating materials considering context Learning technologies: using a range of learning technologies in training; using information systems such as Word, PowerPoint and Excel. Facilitation Skills: Ability to deliver interactive engaging sessions for varying batch sizes using a variety of pedagogy techniques.		Short listing and Interview
Experience	Experience of working in International Education Sector (guidance & counselling experience) to up to 5 years with knowledge of UK Education Sector from perspective of student application. Minimum one-year post-certificate/qualification training and/or teaching (young learners/teens/adults). and/or Teacher training and development experience (pre-service and/or in-service). and/or Writing materials for academic purposes. and/or	Having worked in any or all of the following: <ul style="list-style-type: none"> • public education sector • a wide range of social media platforms • publishing and editing • report-writing 	Short listing and Interview

	Managing social media audiences for professional development and/or Digital / online teaching experience		
Qualifications	Postgraduate (any subject) Proficient user in English across all four skills, equivalent to user (CEFR C1) or IELTS Band 8 overall.		Short listing and interview

Submitted by	Vishu Sharma	Date	11 July 2018
---------------------	--------------	-------------	--------------