

**Job Description**
**Ref no:**

Job Title	ELT Projects Officer		
Directorate or Region	South Asia	Department/Country	ELT Projects – Sri Lanka
Location of post	Colombo	Pay Band	Band 3/Grade J
Reports to	Senior Training Consultant	Duration of job	One year fixed term contract

***Purpose of job:***

- To support the design and delivery of ELT (English Language Teaching) development projects for primary, secondary and tertiary level teacher educators, teachers and learners in the state sector in Sri Lanka.
- To support the work on content development and/or adaptation of products and services delivered face to face and digitally as part of the EES (English Education Systems), SAL (Self Access Learning) and F2F (Face to Face) strands of the British Council's global English language portfolio.
- To ensure financial compliance, accurate administrative processes and accurate communication between the team and partners in line with the ELT Projects department objectives.

***Context and environment:* (e.g. dept description, region description, organogram)**

- The purpose of the British Council is to create opportunities for the people of the UK and other countries and build trust between them worldwide. The British Council Strategy 2015's business area priorities are English Arts, Education and Society.
- The British Council's English work in Sri Lanka aims to assist in raising the standards of English Language Teaching which in turn will equip students with the English language skills they need to help them achieve their lifelong ambitions. It also aims to advance the British Council's global ambition for English which states that, "every teacher and learner of English in the world will have access to the skills, idea and materials they need from the UK."
- There are three strands to the English Projects works in Sri Lanka: EES which targets the state sector and works with government school, college and university teachers and students and also aims to influence decision-makers in English language teaching and learning; SAL which targets learners through print, mobile and digital products; and F2F which targets learners and teachers directly through classroom learning and training. We are also developing projects in online teacher training and learning, developing materials in and for the digital market and expanding our work in development, especially in post conflict areas in the north and east of the country.
- We work closely with the Ministries of Education and Higher Education. We partner NGOs and INGOs to deliver our work. We also work on corporate social responsibility (CSR) programmes in the corporate sector; partners include the Council for Business with Britain (CBB) and HSBC. The Sri Lanka English team is supported by the South Asia Region and works closely with the Global Products Team, UK.

***Accountabilities, responsibilities and main duties: (including people management and finance)***

**Accountabilities:**

- Efficient and effective support to delivery of the ELT Projects activities
- Maintenance of and adherence to British Council financial and administrative processes and standards.

**Responsibilities & Duties:**

**Operations Management**

- Assist in the preparation of teaching and training materials, supplementary materials and stationary for all courses and workshops ensuring they meet an appropriate academic quality
- Assist in the preparation of ELT Project documents and notices, and the distribution of communication material as appropriate
- Assist in the preparation of financial and administrative information documents
- Assist in the tracking of equipment and resources for the unit
- Meet the ELT projects deadlines in line with the British Council requirements
- Support delivery of on and off site courses, workshops and events as required
- Carryout any other responsibilities and duties as required

**Project Monitoring and Reporting Management**

- Assist in the creation of templates for courses and monitoring of courses to be used for project reporting purposes internally and externally
- Assist in the collation of monitoring and evaluation statistics and other information for the purposes of project reporting internally and externally
- Assist in the collation of scorecard statistics for the purposes of ELT Projects reporting globally internally

**Stakeholder Management and Customer Service**

- Support handling of level 2 inquiries
- Provide an efficient and friendly service to internal and external customers, partners, and clients
- Assist and support in the maintenance and updating of our contacts database in order to ensure smooth and fast communication between the unit and external contacts generally and between the unit and specific market segments for the purpose of targeting product information
- Do mail shots and prepare and return teacher portfolios post project
- Support to ensure branding of course venues, and smooth running of events

***Key relationships: (include internal and external)***

**Internal:**

- Senior Training Consultant
- Training consultants
- Assistant Manager ELT Projects

**External:**

- Government school and private school teachers
- Customers attending our public courses (TKT and CELTA)
- Regional English Support Centre staff
- Vendors

<b>Other important features or requirements of the job</b> (e.g. travel, unsocial/evening hours, restrictions on employment etc) <ul style="list-style-type: none"> <li>Occasional travel across Sri Lanka for courses and events</li> <li>Occasional weekend working in order to deliver projects to suit the needs of customers</li> </ul>	
Please specify any passport/visa and/or nationality requirement.	Sri Lankan citizen or in possession of a valid work visa to work in Sri Lanka.
Please indicate if any security or legal checks are required for this role.	Under our Child Protection agenda, the post-holder is required to obtain a Police Report prior to appointment.

#### Person Specification

	Essential	Desirable	Assessment stage
Behaviours	Behaviours assessed during interview stage of recruitment process <ul style="list-style-type: none"> <li>Making it happen (essential)</li> <li>Working together (essential)</li> <li>Connecting with others (essential)</li> </ul> Behaviours not assessed during recruitment process <ul style="list-style-type: none"> <li>Creating shared purpose (essential)</li> <li>Being accountable (essential)</li> <li>Shaping the future (essential)</li> </ul>		The position holder will be required to demonstrate <u>all six behaviours</u> , on the job. These will be assessed during year end performance evaluations. Behaviours to be assessed during the interview stage of recruitment are mentioned.
Skills and Knowledge	<ul style="list-style-type: none"> <li>Communicating and influencing (Level 1)</li> <li>Using technology (Level 1)</li> <li>English, and Sinhala or Tamil native speaker level</li> </ul>		Short listing and Interview
Experience		<ul style="list-style-type: none"> <li>1+ years' work experience in administration and/or finance</li> <li>Experience of working in an educational context and/or working with teachers and trainers</li> </ul>	shortlisting
Qualifications	<ul style="list-style-type: none"> <li>GCE Advanced Level or equivalent qualification</li> </ul>		Short listing

Submitted by	Senior Training Consultant	Date	February 2016
Post-holder		Date & Signature	