**Role Profile**

**Job Description**

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Team Leader - EU Integrated Rural Development project in Central and Uva Provinces of Sri Lanka</th>
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</thead>
<tbody>
<tr>
<td>Strategic Business Unit</td>
<td>Education and Society</td>
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<tr>
<td>Location</td>
<td>Kandy/Badulla, Sri Lanka, South Asia</td>
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<tr>
<td>Reports to</td>
<td>Head of Programmes</td>
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<tr>
<td>Pay Band</td>
<td>Pay band 6 / Grade G</td>
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<tr>
<td>Duration of job</td>
<td>Duration of job 36 months</td>
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**PURPOSE OF JOB**

- To plan and successfully deliver the British Council’s components of the ‘Support to Integrated Rural Development in the Most Vulnerable Districts of the Central and Uva Provinces of Sri Lanka’, project funded by European Union (EU), CARE Germany-Luxembourg and the British Council, and implemented in partnership with Chrysalis, ensuring that it meets the agreed time, cost, quality, output and outcome targets.

**CONTEXT AND ENVIRONMENT**

British Council is the United Kingdom’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.

We have been working in Sri Lanka since 1949, offering a wide range of services and activities across the island, through our offices in Colombo, Kandy and Jaffna and Partner Teaching Centre in Matara. We work in partnership with a large number of public, private, non-profit and non-governmental organisations to deliver a portfolio of vibrant and impactful projects and engage with young people, professionals and leaders who can bring about changes in social, educational and cultural spheres. We are strongly committed to equal opportunity and diversity in all aspects of our work.

British Council recognises social enterprise as a platform to achieve fairer, more inclusive and sustainable economies. Through our Global Social Enterprise Programme, we aim to bring about positive change in the global economy and society. We work with governments to support the creation of enabling policy and legislative environment conducive to the establishment of social enterprises and flows of social investment. We work with civil society organisations to empower marginalised and vulnerable communities (with a strong focus on women and youth) to fully participate in the economic development. We work with the private sector focusing on micro small and medium size enterprises (MSMEs), to support innovation and scale of social enterprise.

In Sri Lanka, we are committed to working with partners to support the growth of the social enterprise sector in the country and will draw from our extensive experience, both globally and regionally. This effort will support integrated rural development in the most vulnerable districts of the Central and Uva Provinces of Sri Lanka. The project is starting in the 2\(^{nd}\) quarter of 2017 and will be implemented in partnership with CARE Germany-Luxembourg and Chrysalis.
The **overall objective** of the programme is to contribute to improved socio-economic wellbeing of rural and estate communities in Uva and Central Provinces of Sri Lanka.

The **specific objective** is to support the development of an enabling and empowering business environment for establishing and sustaining income-generating and employment opportunities for vulnerable women, youth and their communities in Uva and Central Provinces.

The project will deliver two **outputs**:

**Output 1**: Establishment and strengthening of SMEs (including social enterprises) led and managed by young men and women from rural and estate communities.

**Output 2**: Increased voice and participation of women and youth in decision making around employment creation, business development and economic growth of the rural and estate sectors.

The post holder will be responsible and accountable for the successful delivery of activities of this project granted to the British Council over a period of 37 months:

The post holder will be based in British Council’s Kandy/Badulla office with regular travel to project locations and will lead the project, coordinate internal and external resources, be responsible for contract and financial management, office setup and project management for the British Council project components. The post holder will line manage a team of 3 staff and will represent the British Council project component at an institutional level with the Government of Sri Lanka and the EU Delegation in Sri Lanka (together with the Senior Responsible Officer) whenever necessary. This post is accountable to the British Council’s Head of Programmes, who is also the Senior Responsible Officer for this project. All short term technical experts appointed for this action will also be contracted by and report to the Project Manager. The post holder will also responsible for liaising with the lead contractor CARE Germany-Luxembourg and with the other partner (Chrysalis).

**ACCOUNTABILITIES, RESPONSIBILITIES AND MAIN DUTIES**
The role will be accountable for the successful planning and delivery of the British Council components of the project.

S/he is responsible for:

- the successful implementation of project according to the project management plan and ensuring that client, corporate and project standards are fully met
- the successful design of the grant disbursement strategy for the project
- overseeing the delivery and management of the contract through project inception, implementation and closure
- managing the British Council project team
- ensuring timely and accurate project support (financial, technical, logistical and operational)
- Managing relationships with stakeholders including the EU, CARE-Germany, Chrysalis and local delivery partners
- Reporting to the Senior Responsible Officer on progress and plans
- Managing relationship with advisory committee

Main duties will include:

- **Project management – planning, implementation, and closure**
  1. Produce, plans and reports (project management plan, progress reports, closure plan, closure report) in consultation with team members, ensure that the plan and annexes are reviewed and updated at regular intervals
  2. Ensure that the project delivers and is in compliance with the project management plan
  3. Oversee the delivery of project outputs taking responsibility for the overall progress and the use of resources and initiating corrective action where necessary
  4. Identify and manage risks, issues and possible changes to agreed scope
  5. Manage information flow to and escalate issues, risks and proposed changes to the Head of Programmes (SRO) Coordinate and manage client reporting and public communications
  6. Coordinate and manage the project input to external review, including regular annual review and final programme evaluation
  7. Contribute to lessons learning exercises and ensure that project learning and recommendations are documented and disseminated to relevant stakeholders
  8. Ensure regular communication with other project implementing partners to ensure appropriate coordination and coherence between components

- **Financial and risk management**
  9. Plan, forecast and monitor project budget through SAP, and ensure targets are met
  10. Ensure all sub-grants in the project are disbursed effectively and efficiently
  11. Ensure timely and accurate client invoicing and reporting
  12. Ensure that British Council and EU financial policies and process are adhered to
  13. Ensure transparent financial management of the project and oversee internal and external financial audits

- **People management**
  14. Recruit and manage performance of direct reports – One Field Coordinator, Grant Coordinator and Project Finance and Administration Assistant
  15. Lead and motivate the British Council project team
  16. Contract and manage short term technical experts

- **Advocacy and Stakeholder relationship management**
17. Establish and manage relationships with stakeholders identified in the stakeholder management and communications plan
18. Manage the contractual relationship between British Council, CARE Germany-Luxembourg and the EU Delegation
19. Represent the project and British Council in stakeholder meetings

All above accountabilities, duties and responsibilities should comply with standards and guidelines incorporated in the Global Policy Framework (e.g. Code of Conduct, Global Policy Statements, Child Protection (CP), Equality, Diversity and Inclusion (EDI), Information Knowledge Management (IKM), ICT standards (e.g. Acceptable Usage of IT standards).

KEY RELATIONSHIPS: (include internal and external)

Internal – Sri Lanka Society Programme team, Head of Programmes, Partnership and Business development team, Country Director, Global and Regional social enterprise teams, Regional Business Delivery teams, Manager Marketing and Communications, British Council EU Liaison Team (Brussels), Contract Management team (UK) and Resources team (finance, HR, facilities and IT).

External - Chrysalis project team, Local delivery partners, EU Delegation, Relevant Government institutes and other local Government institutes

OTHER IMPORTANT REQUIREMENTS OF THE JOB (e.g. travel, unsocial/evening hours, restrictions on employment etc.)

We encourage work life balance. However, occasionally, the post-holder is required to put in extra hours depending on the urgency of work, attending official visits or delivering high quality events.

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<th>Passport/visa and/or nationality requirement</th>
<th>Sri Lankan citizen or in possession of a valid work visa to work in Sri Lanka</th>
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<tbody>
<tr>
<td>Security or legal checks required for this role</td>
<td>Under our Child Protection agenda, the post-holder is required to obtain a Police Report prior to appointment</td>
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## Person Specification

### Behaviours

**Essential**

- Behaviours assessed during interview stage of recruitment process
  1. Creating shared purpose (level - more demanding)
  2. Making it happen (level - more demanding)
  3. Connecting with others (level – essential)

**Desirable**

- Behaviours not assessed during recruitment process
  4. Being accountable (Level – essential)
  5. Working together (Level – essential)
  6. Shaping the future (Level – essential)

The position holder will be required to demonstrate all six behaviours, 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

**Managing Projects (Level 4)**

- Leads larger projects
- Coordinates a diverse team with awareness of equality and diversity impact as part of the project specifications and handles changes in specification or plan to meet unexpected circumstances

**Planning and organising (Level 3)**

- Develops annual plans
- Develops and reviews the implementation of annual plans for a work group or function, taking account of business and customer requirements and reconciling competing demands.

**Managing people (Level 2)**

- Supervises a small team
- Supervises a small team of people doing similar jobs to deliver short term tasks to agreed quality and time standards.

**Communicating and Influencing (Level 2)**

- Relates communications to circumstances
- Displays good listening, writing and speaking skills, setting out logical arguments clearly and adapting language and form of communication to meet the needs of different people/audiences.

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The position holder will be required to demonstrate all six behaviours, on the job. These will be assessed during year end performance evaluations. Behaviours to be assessed during the interview stage of recruitment are mentioned.
- **Managing Finance and Resources (Level 2)**
  - Uses financial systems and processes
  - Extensive experience of costing, forecasting and managing project budgets and using corporate financial management systems and controls.

- **Managing accounts and partnerships (Level 2)**
  - Works with stakeholders and partners
  - Communicates regularly with diverse stakeholders, customers and/or partners to build mutual understanding and trust.

- **Managing Risks (Level 2)**
  - Supports a risk management culture
  - Has track record of identifying and highlighting risks and suggesting mitigating actions.

- **Using Technology (Level 1)**
  - Operates as a basic user of information systems, digital and office technology
  - Able to use office software and British Council systems to do the job and manage documents or processes.

### Experience

- **Minimum 5 years of experience in project management**
  - Clear ability to identify, design, plan, manage and evaluate projects from initiation to completion and to achieve the stated outputs and results and keep to budget, timescale and client satisfaction.

- **Experience in managing EU funded projects.**

### Qualifications

- **Fluent in written and spoken Sinhala and/or Tamil**

- **Project management qualification (Professional or university degree)**

- **University degree (Masters) in social sciences or related field**
<table>
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<tr>
<th>Submitted by</th>
<th>Sanjeevani Munasinghe</th>
<th>Signature &amp; Date</th>
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<tbody>
<tr>
<td>Post-holder</td>
<td></td>
<td>Signature &amp; Date</td>
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