

Role Title

Head of Programmes and Partnerships

Role Information

Role Type	Pay Band	Location	Duration	Reports to
Programme Management	Grade F/PB 7	Muscat, Oman	Fixed term 1 year	Country Director, Oman

Role purpose

To ensure that British Council programmes in Arts, Education & Society (essentially our entire Next Generation portfolio) and International Education Services (IES) in Oman are market-led, aligned with corporate, regional and country planning frameworks and leverage maximum impact and income; to develop and implement partnership and external relations strategies that build and maintain strong relationships with a diverse range of stakeholders, partners and influencers in Oman and UK to maximise impact and grow business across all activity areas; to actively line manage, inspire and develop staff; to develop and oversee the implementation of marketing and digital strategies that are consistent with corporate and regional strategies and ambitious in their contribution to impact and outcomes; to improve planning and contribute to increasing British Council's public profile in Oman; to lead and champion our Equality, Diversity and Inclusion work across the Oman operation.

About us

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 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. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

The British Council is committed to a policy of equal opportunity and is keen to reflect the diversity of UK society at every level within the organisation. We welcome applications from all sections of the community.

The British Council believes that all children have potential and that every child matters everywhere in the world. The British Council affirms the position that all children have the right to be protected from all forms of abuse as set out in article 19, UNCRC, 1989.

Geopolitical/SBU/Function overview:

We are ambitious in Oman to build on the British Council's respected and trusted brand by responding to new opportunities from both UK and Oman governments, business and individuals for high quality English language learning and qualifications, development of public education systems, engaging new audiences through arts collaboration with the UK, strengthening higher education collaboration with UK in science and research partnerships and

providing marketing services to UK higher education institutions.

Main Accountabilities:

- Line manage a minimum of 2 staff directly.
- Accountable for all Programme expenditure and all partnership income targets.
- Accountable for scorecard reach and quality targets.
- Accountable for financial planning, scorecard, monitoring and evaluation for GPF and IES programmes.

Strategy and Planning

- Develop and deliver innovative market-led strategy & plan for the British Council's Next Generation Gulf and country programmes in Oman, aligned with corporate and regional plans and maximizing opportunities for working across the Gulf.
- Ensure that the activity generates significant impact, achieves media and digital reach, and meets local and UK partners' needs.

Partnership Development

- Build and maintain relationships with a diverse range of partners and stakeholders in Oman and the UK, creating opportunities for UK cultural organizations to work with Omani and Gulf partners and to create programmes.
- Represent British Council at British Embassy Oman at shared programme meetings and cover for CD Oman at Head of Sections meetings on occasion.

Income Generation

- Generate planned levels of income both cash and in-kind for grant-funded (GPF) and IES programmes, and Full-Cost-Recovery (FCR) programmes where possible
- Prepare proposals for new programmes to attract sponsorship from the corporate sector, trusts and foundations.

Project Management

- Manage sizeable programmes efficiently and effectively, working with teams in Oman, across the Gulf and in the UK.

Financial Management, Monitoring and Evaluation

- Plan and manage the budgets for GPF and IES programmes.
- Oversee scorecard, monitoring and evaluation for GPF and IES portfolio.

Cross-Sectoral and Regional Working

- Work closely with all regional Strategic Business Unit (SBU) teams and across the Gulf, to achieve an integrated approach to product development and delivery.
- Effectively fulfil the role of Equality, Diversity and Inclusion (EDI) Champion for Oman, convening regular EDI working group meetings and ensuring all members of the group deliver their area of responsibility in line with our agreed country EDI plan

Management

- Manage, inspire and develop staff, ensuring that they have the opportunity to fulfill their potential.

Values

- Work to the British Council values and behaviors, incorporating Equality, Diversity and Inclusion into all aspects of the job.

Key Relationships:

Internal

Country Director Oman, Oman leadership team, Partnerships and Programmes team members, Gulf teams, relevant colleagues in regional Arts team, Education and Society, English and Next Generation teams, regional marketing and communications leads, UK sector leads.

External

Senior contacts in appropriate ministries and local bodies, trusts and foundations, companies which support our programmes, senior staff in the Department for Digital, Culture, Media and Sport (DCMS) and Foreign and Commonwealth Office (FCO), UK organisations working in the Gulf, British Embassy, Department for International Trade (DIT) and media leads, influential individuals in the Arts and Education fields, British business networks.

Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	Post holder must be an Omani national.	<i>Shortlisting</i>
Direct contact or managing staff working with children?	Yes Mandatory DBS and/or Police Clearance from the last country of residence, 3 satisfactory references and photo identifications.	
Notes	This job may require travel within the Gulf region and to the UK. Participation in evening events is part of the job and the Head of Programmes and Partnerships will be expected to represent the British Council at certain events. Evening, weekend and overtime working are a requirement of the role around the delivery time of programmes and events.	
Person Specification:		Assessment stage
Language requirements		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none">English – (Level C1)Arabic – Mastery in all skills		<i>Shortlisting</i> <i>Mandatory Aptis test in English (provided by BC) if shortlisted candidate cannot provide valid proof of English</i>
Qualifications		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none">First Degree	<ul style="list-style-type: none">Postgraduate degree in relevant area	<i>Shortlisting and/or interview</i>
Role Specific Knowledge & Experience		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none">Significant managerial experience of identifying, developing and managing relationships with major partners across a range of sectors		<i>Short listing and/or interview</i>
Role Specific Skills		<i>Assessment Stage</i>
<ul style="list-style-type: none">Significant managerial experience of developing and implementing		<i>Shortlisting and/or</i>

sizeable projects	interview
British Council Core Skills	Assessment Stage
<p>Managing projects (Level 4) – Leads on medium-to-large and/or high risk 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.</p> <p>Managing finance & resources (Level 4) - Negotiates and agrees the resources for a defined area as part of forward planning, monitoring progress and adjusting resources or priorities to meet goals.</p> <p>Commercial & business development (Level 3) - Able to define and develop programmes/services which deliver British Council goals on impact, income and surplus within a defined area of business that responds to market opportunities and aligns to wider corporate strategies.</p> <p>Managing people (Level 3) - Provides full line management to a team where all members are working in a similar area of expertise or business. Scope includes planning, setting objectives, role modeling an inclusive culture, recruitment, development and performance management.</p> <p>Planning & organizing (Level 3) - Able to develop and review the implementation of annual plans for a work group or function, taking account of business and customer requirements and reconciling competing demands.</p> <p>Account & partnership development (Level 3) - Identifies and deploys teams of Council staff whose attributes match the stakeholder/customer/partner's needs, and adapting proposals to accommodate the needs of the other party.</p> <p>Using Technology (Level 1) - Able, with adjustments if necessary, to use office software and British Council systems to do the job and manage documents or processes.</p>	Shortlisting AND Interview
British Council Behaviours	Assessment Stage
<p>Creating Shared Purpose (More Demanding) - Creating energy and clarity so that people want to work purposefully together.</p> <p>Being accountable (More Demanding) - Putting the needs of the team or British Council ahead of my own.</p> <p>Making it happen (Most Demanding) - Achieving stretching results when faced by change, uncertainty or major obstacles.</p> <p>Connecting with others (More Demanding) - Actively appreciating the needs and concerns of myself and others.</p> <p>Working together (More Demanding) - Ensuring that others benefit as well as me.</p> <p>Shaping the future (More Demanding) - Exploring ways in which we can add more value.</p>	Interview
	Required for the role but not assessed during application stage
Prepared by:	Date:
Helen Mehta	December 2018