

## Role Title

**Projects Assistant Education and Society**

## Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Project assistant	Grade J/3	Seoul, Korea	15 months (maternity leave back-up)	Projects Manager Education and Society

## Role purpose

To support the delivery of programme activities, products and services in the area of Education and Society in order for the team to meet its objectives and impact as well as to ensure the quality of projects and services.

## 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 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. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

## Geopolitical/SBU/Function overview:

The British Council's programme activities focus on three core areas of work: Education, Society, and Arts. Our work in each area is supported both through British Council funding and financial contribution from external partner organisations.

Our Education and Society programmes aim to achieve the following objectives.

- Increased global partnership and networks between universities, students, practitioners and Higher Education leaders
- Better engagement between people and government
- Stronger economy creating prosperity and inclusion

Within East Asia, the British Council Korea works more closely within the North East Asia cluster of developed economies, which includes Korea, Taiwan, Hong Kong, and Japan.

The Education and Society team in the British Council Korea has 4 members of staff.

## Main opportunities/challenges for this role:

- Post-holder's ability to professionally communicate with internal/external stakeholders and audience will be important factor for the success of our programmes.
- Post-holder will occasionally be required to work independently and represent British Council Korea for some of his/her duties including degree confirmation and verification services, which may require high level of ownership and responsibility. However, this could also bring opportunities for the post-holder for furthering his/her career within the organisation.

## Main Accountabilities:

### (50%) Provide support for programme delivery

- Assist programme team members to implement planned activities
- Assist in the marketing and promotion of the projects including marketing to target audience and general public
- Collect and manage data for internal and external monitoring and evaluation requirements; including the British Council's Results and Evidence Framework (REF).
- Manage logistics and financial transactions for internal and external purposes

### (40%) Provide quality education qualification confirmation services

- Answer inquiries on service request and provision within 2 working days of receipt.
- Lead the provision of education qualification confirmation services to customers up to corporate standards.
- Communicate with UK education institutions and Korean customers in a professional manner
- Log and file service requests and actual intakes, monitor and provide quarterly analysis and report to director education and society
- Handle and keep information created and received in compliance with the British Council's information management standards, policies, the UK Data Protection Principles and local legislation.

### (10%) Provide admin support for the Education and Society team

- Respond to general inquiries through e-mails and phone calls as the first point of contact in a professional manner
- Ensure key documents, data, and their registrars are up to date and maintained to corporate standards
- Understand the section's priorities and carry out required tasks in a flexible manner

## Key Relationships:

### Internal

- Finance team
- Marketing and Communications and Web team

### External

- Education institutions in the UK
- Customers and programme audience in Korea
- Vendors and contractors

## Role Requirements:

### Threshold requirements:

### Assessment stage

<b>Passport requirements/ Right to work in country</b>	Due to visa restrictions, the British Council will not be able to sponsor visas for this post. You therefore will need to be able to provide your own work permit to be considered for this post.	Shortlisting
<b>Direct contact or managing staff working with children?</b>	No	NA
<b>Notes</b>		
<b>Person Specification</b>		<b>Assessment stage</b>
<b>Language requirements</b>		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> <li>Strong written and verbal communication skills both in English and Korean</li> </ul>		Shortlisting and Interview
<b>Qualifications</b>		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> <li>University Degree</li> </ul>		Shortlisting
<b>Role Specific Knowledge &amp; Experience</b>		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
	<ul style="list-style-type: none"> <li>Experience in event delivery and logistics</li> </ul>	Shortlisting and interview
<b>British Council Core Skills</b>		<b>Assessment Stage</b>
Communicating and influencing (Level 2) Managing finance and resources (Level 2) Using technology (Level 1)		Shortlisting AND Interview
<b>British Council Behaviours</b>		<b>Assessment Stage</b>
Working together (Essential) Being accountable (Essential) Making it happen (Essential)		Interview
<b>Prepared by:</b>		<b>Date:</b>
Head of Education and Society		20/02/2019