

Global Role Profile

Role profile: Project Manager, ISPF (part-time role)

Role information

Role type	Pay band	Reports to
Business Delivery	Grade 6 / G	Education Senior Programme Manager

Role purpose

The Project Manager will provide project management and administration support to the delivery of the International Science Partnerships Fund of the British Council, ensuring that project objectives are delivered on time, on budget and to the highest level of quality and impact.

This is a part-time, project-based role from July 2025 to March 2026. The Project Manager is expected to report three days a week (in-person and virtually), for 7.5 hours a day.

Role context

The International Science Partnerships Fund (ISPF) supports UK researchers and innovators to collaborate with international partners on multi-disciplinary projects.

ISPF is designed to enable potential and foster prosperity. It puts research and innovation at the heart of our international relationships, supporting UK researchers and innovators to work with peers around the world on the major themes of our time: planet, health, tech, and talent. The fund is managed by the Department for Science, Innovation and Technology and delivered by a consortium of the UK's leading research and innovation bodies, which includes the British Council.

Main accountabilities

Relationship & Stakeholder management

- Has relationships with delivery partners and stakeholders within country and is able to procure services and contract delivery partners.
- Holds suppliers to account for delivering against contract.
- Build strong internal relationships and networks

Commercial and Financial Management

- Ensure sound financial planning, working closely with finance teams to ensure British Council and client financial year plans are up to date.
- Ensure accurate and timely monthly (re)forecasting is in place, by running regular reports in the SAP system on actuals, monitoring outstanding purchase orders, reviewing commitments, analysing and commenting on reasons for variances to plan and recommending corrective actions.
- Monitoring monthly finances, including correct expenditure, ensuring the P2P process is being followed and correcting any mis-postings or journals needed.
- Lead on British Council, partner or client reporting (including, with Finance Manager, financial reporting) and ensure reports are delivered on time, to budget and to a high standard.
- Compliance to BC financial policies and procedures.

Project Management

- Contributes to development of, owns and delivers on Project Management Plan
- Identifies risks in a project or programme and puts together mitigation strategies with SRO
- Responsible for internal and client, procurement, contracting, compliance and reporting
- Checks on and reports on compliance
- Manages procurement on a project/programme
- Responsible for data management including timely data entry, quality assurance of data, undertaking basic analysis of monitoring data, and developing progress reports to meet funding needs
- Undertaking programme-specific data collection as needed. This includes working with colleagues to identify indicators and tools for data collection, quality assuring all data, and undertaking basic analysis.
- Plans and delivers in country activities that support project's outcomes
- Contributes to impact communication plan that support positioning ISPF with stakeholders

EDI

- To actively contribute to an inclusive and anti-racist organisational culture, being aware of your own biases, and taking action to mitigate against these. Ensuring people feel valued and are treated equitably, with support for people's well-being and mental health.
- Understand the British Council's approach to equality, diversity and inclusion and how it applies to your role, and make time for learning and development relating to EDI and anti racism

Person specification

British Council core competencies (sometimes referred to as Core Skills)

- Managing projects 2
- Communicating and Influencing 2
- Managing risk 2
- Account and Partnership management 2
- Planning and organising 2
- Finance and resources 2

Equality, Diversity and Inclusion

- Recognises and acts to reduce bias, including unconscious bias
- Works inter-culturally, includes and values diverse perspectives and experiences
- Makes decisions and takes actions based on an evidenced understanding of the experiences and barriers for people from diverse equality backgrounds
- Actively listens and communicates with empathy and openness

Role specific skills

- Understanding of procurement, financial and reporting requirements of projects.
- Able to manage delivery of face-to-face activities and/or digital activities on basic platforms (Microsoft Teams) ensuring all corporate standards are met, including those for accessibility and safeguarding
- EDI - Motivation and commitment to Equality, Diversity and Inclusion and anti-racism, demonstrated through an understanding of the British Council's approach and of equality considerations relevant to the role, and examples of behaviours and decisions or actions that contribute to a more inclusive organisational culture or to a more inclusive programme, product or services

Role specific knowledge and experience

Minimum/essential

- Experience of managing projects from start to finish and familiarity with project life-cycles.
- Proven experience of managing project finances and managing documents.
- Experience working in project or programme management.
- Experience of using technology in project delivery.
- Experience working in project or programme management.
- Confident user of information technology (Word; Excel; PowerPoint), Microsoft 365 functionality and working knowledge of British Council SAP system (or similar software)

Desirable

- Experience of managing stakeholders
- Good understanding and experience of supporting monitoring and evaluation

Language Requirements

The British Council systems and global processes operate in English. Written and verbal proficiency in English is **required**

Education

Undergraduate degree or equivalent relevant experience is **required**.

Professional Qualification and Certification

Foundation level Project Management certificate would be **desirable**.

Additional job requirements (max 450 words in total, 10 bullet points)

Travel requirements of the role

The role may include occasional travel within the territory, region or internationally.

Proof of Identity requirements/right to work in country

Candidates are expected to have researched whether they have the right to live and work in the country in which the role is based. Given that our offices have different legal status depending on the work we do in those countries, we recommend that you contact HR in country for additional information on the likelihood of securing a visa. Only at its discretion will the British Council provide support so please check first whether visa support is offered.

Background Checks

Initial and continuing employment with the British Council is subject to an annual background check. The job undertaken defines the nature of check(s) and assessment applied.

British Council values and behaviours

British council values and behaviours are applicable across our organisation, in all roles and at all levels. They are important because they say what we stand for at the British Council and help us to deliver our strategy. We use them to guide our decision making, as well as guiding how we treat one another and the people we work with. These will be assessed in the selection process. Our values are:

Open and Committed; Expert and Inclusive; Optimistic and Bold.

For Recruiter / Hiring Manager use only

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Shortlisting

Background Checks

Initial and continuing employment with the British Council is subject to an annual background check. The job undertaken defines the nature of

Offer

check(s) and assessment applied, please identify the one screening category considered relevant for this job: (Further guidance here on the intranet)	
Senior Manager (PB9/SMP and all head of function/business area, Director or Country Director jobs at PB7/8).	Yes /No
Enhanced (Finance people directly managing expenditure or revenue of or more than £1 million e.g. payroll, procurement, accountancy/controller).	Yes /No
Enhanced Plus (The job is considered regulated if the role holder has frequent (minimum of once a week) or intensive (more than 4 days in one month) occurs in a place giving access to children (e.g. School) or is the line manager of others undertaking regulated activity)	Yes /No
Standard Screening (If none of the above categories apply then the role is subject to standard screening)	Yes /No
Role Profile completed by	Date
Name: Gam Tran, Senior Programme Manager	30 May 2025
