

## Role Title

Arts Officer, Kenya

## Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Substantive	4/H	Kenya	Indefinite	Arts Manager

## Role purpose

The Arts Officer will support Arts Manager Kenya, Programmes Manager Kenya and East Africa, and the wider British Council team, to deliver an engaging Kenyan arts programme that works within British Council's East Africa Arts programme and builds knowledge and understanding between the UK and Kenya.

## 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:

East Africa is one of the UK's top priority regions for international engagement and is central to our programme of arts work in sub-Saharan Africa. In recognition of this, we have established an **East Africa Arts programme** of engagement through the arts, where Kenya is the priority country of activity.

East Africa Arts is the British Council's framework for working between Kenya, Ethiopia, Rwanda, South Sudan, Sudan, Tanzania, Uganda and the UK. Working predominantly with 18 – 35 year olds, the programme aims to shift perceptions of these regions by: connecting new audiences to new art; sharing skills and knowledge of creatives; and igniting partnerships between the creative sectors of the UK and the East African region.

East Africa Arts consists of three programmes:

- *new Art new Audiences (nAnA)*: an annual Open Call across East Africa and the UK for cultural partners to create new art to showcase to new audiences in the UK and East Africa;
- *Creative Hustles*: a series of skills and networking events across East Africa, which share creative knowledge between 18-35 year olds;
- *\_in Motion*: travel grants supporting the movement of creatives and the building of partnerships across East Africa.

Working with Arts Manager Kenya and Programmes Manager Kenya and East Africa, the Arts Officer will support the delivery of a compelling arts programme in Kenya that is in line with our strategy in East Africa and the sub-Saharan Africa region.

### Main opportunities/challenges for this role:

This role is expected to make a major contribution to the successful delivery of the British Council's East Africa Arts programme in Kenya, as well as clearly deliver and communicate the impact of East Africa Arts in Kenya and to the British Council Kenya.

The Arts Officer Kenya reports to Arts Manager Kenya whilst also giving administrative support to Programmes Manager Kenya and East Africa, and Head of Arts Kenya and East Africa.

Arts Officer Kenya is expected to focus strategy and time predominantly in Kenya but will have some key responsibilities across the East Africa cluster based on their specific skills and experience.

### Organogram

- Line Manager: Arts Manager Kenya
- Administrative support: Programmes Manager, Kenya and East Africa; Head of Arts Kenya and East Africa

### Main Accountabilities:

#### Finance and Procurement:

- Support the Arts Manager Kenya with the procurement and granting of goods, finances and services in line with established corporate policies and guidelines;
- Be responsible for creating and managing purchase orders for Kenya's East Africa Arts programme;
- Support the Arts Manager Kenya in the monitoring of arts programme budgets and cash flows in line with established corporate policies and guidelines;
- Ensure appropriate management of invoicing and payment of suppliers and vendors in a timely, compliant and efficient manner.

#### Monitoring and Evaluation:

- Work with Arts Manager Kenya to administer British Council's monitoring and evaluation tool: Results and Evidence Framework Level 2. (Or whichever tool is currently approved and used by British Council).
- Work with Arts Manager Kenya to collect and record all quantitative data within

deadline and according to corporate standards.

#### **Equality, diversity and inclusion and Child Protection standards:**

- Support the Arts Manager Kenya to ensure that programme delivery and activity reflect British Council EDI policy.
- Ensure that child protection policy and standards are followed and maintained for all relevant projects

#### **Project Coordination:**

- Support Arts Manager Kenya with the delivery of programme activity to agreed timelines, costs and performance indicators.
- Support Kenya arts team in organising and managing logistics related to programme delivery.
- Be responsible for programme records management, including contracts, and archiving in line with corporate policy on data protection and information management.
- Support arts team with the management, communication and coordination of key stakeholder groups.

#### **Communications:**

- Build and manage an up to date Kenya East Africa Arts database, to corporate standards of confidentiality.
- Support communications teams from across the organisation to tell stories of the impact of the Arts and for British Council's East Africa Arts programme.

#### **Key Relationships:**

- Arts Manager, Kenya;
- Programme Manager Kenya and East Africa;
- Head of Arts Kenya and East Africa;
- Arts managers throughout the global network, but especially in Kenya, East Africa and Sub-Saharan Africa;
- Stakeholders and practitioners across the arts sector in Kenya;
- Colleagues in British Council Kenya

#### **Role Requirements:**

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	Yes	Shortlisting
Direct contact or managing staff working with children?	No	N/a
Notes	Some travel and evening working within Kenya. Some unsocial working hours.	
Person Specification:		Assessment stage
Language requirements		

<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"><li>English at Proficiency Level</li></ul>		Shortlisting
Qualifications		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
	<ul style="list-style-type: none"><li>Degree or HE qualification in relevant cultural or administrative field.</li></ul>	Shortlisting
Role Specific Knowledge & Experience		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"><li>At least two years' recent professional experience administrating projects in the cultural, social, or a related sector.</li><li>Experience of working in a team to ensure significant impact through successful outcomes from cultural programmes.</li><li>Proficient in the use of Microsoft office.</li></ul>		Shortlisting
Role Specific Skills (if any)		<i>Assessment Stage</i>
Required candidate will need to possess: <ul style="list-style-type: none"><li>Strong organisational skills and attention to detail</li><li>Ability to work effectively with tight deadlines</li></ul>		Shortlisting AND Interview
British Council Core Skills		<i>Assessment Stage</i>
<b>Managing Projects (Level 1)</b> <b>Follows project management disciplines</b> Works with project management systems and procedures, and has a track record of compliance with them as a project team member.		Shortlisting AND Interview
<b>Communicating and Influencing (Level 1)</b> <b>Communicates clearly and effectively</b> Listens to others and expresses self clearly, with grammatical accuracy and awareness of a diverse audience in speaking and writing.		
<b>Planning and organising (Level 2)</b> <b>Plans ahead</b> Organises own work over weeks and months, or plans ahead for others, taking account of priorities and the impact on other people.		
<b>Managing finance and resources (Level 1)</b>		

<p><b>Uses resources efficiently</b> Uses resources efficiently in own role and complies with financial rules and procedures.</p> <p><b>Using Technology (Level 1)</b> <b>Operates as a basic user of information systems, digital and office technology</b> Able to use office software and British Council systems to do the job and manage documents or processes.</p> <p><b>Managing Accounts and Partnerships (Level 2)</b> <b>Works with stakeholders and partners</b> Communicates regularly with diverse stakeholders, customers and/or partners to build mutual understanding and trust.</p>	
British Council Behaviours	Assessment Stage
<p><b>Connecting With Others</b> (essential) Making regular opportunities to understand others better</p> <p><b>Working Together</b> (essential) Establishing a genuinely common goal with others</p> <p><b>Being Accountable</b> (essential) Delivering my best work in order to meet my commitments</p> <p><b>Making It Happen</b> (more demanding) Challenging myself and others to deliver and measure better results</p>	<i>Interview</i>
Prepared by:	Date:
<p>Rocca Gutteridge Head of Arts Kenya and East Africa</p>	<p>22<sup>nd</sup> June 2018</p>