

Global Role Profile

Business and Partnerships Development Manager, English Programmes, Philippines

Role information		
Role type	Pay band	Duration
Business, Partnership and Programme Development	Grade 7 / F	1-year fixed term
Role purpose		
<p>This role focuses on developing and establishing business development and partnership strategy for English Programmes in the Philippines. This role supports in positioning British Council for opportunity to work on English Programmes. The aim of English Programmes is to support the improvement of English language teaching and learning in formal and non-formal education systems. English programmes has the following impact areas and global programmes:</p> <ul style="list-style-type: none"> • English Connects – our global online engagement with teachers and teacher educators • English in Education – English as a subject in the curriculum and English as a medium of education in formal education systems • English and Empowerment – formal and non-formal education with two strands: English Language for Resilience and English for Girl's Education <p>This role leads building and managing relationships with strategic clients and partners, gather intelligence on potential business and partnership opportunities and implement business pursuit and stakeholder engagement activities.</p> <p>This role will be reporting to the Country Director but will work with business leads in country, and with regional and UK leads on English Programmes.</p>		
Role context		

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, and education. 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.

British Council's work in the Philippines currently focuses on higher education, especially Transnational Education (TNE) and English Medium Education. Our flagship programme, Access, and Competitiveness through Internationalisation of Higher Education (ACT-IHE), a 3-year (2021-2023) partnership contract with the Commission on Higher Education (CHED), aims to improve quality and competitiveness of Philippine higher education sector through improvements on English Medium Education and TNE partnerships between UK and Philippine academic institutions.

We are also exploring more opportunities in basic education sector, particularly in English language, and non-formal education for young people with a focus on building climate resilience and skills. There are two key scoping studies currently ongoing, English as Subject in Basic Education (ESBE) and the English and Digital Skills for Girls Empowerment (EDGE) which aim to inform British Council Philippines' business development strategy on English Programmes.

To learn more please visit: <https://www.britishcouncil.ph/programmes>

This role sits within the Cultural Engagement (CE) Strategic Business Unit (SBU). CE brings together our portfolio of work in arts, education, English, and research. Our portfolio is delivered through a set of globally led programmes that locate our work and impact within our strategic framework. These programmes deliver our key performance indicators and impact ambitions.

Main accountabilities

Business Development

- Contribute to development and implementation of partnership and business development strategy for British Council Philippines' English Programmes
- Identify and contribute to pursuit of full-cost-recovery (FCR) or co-funded pipeline projects including developing high-quality project bids/proposals for submission to identified/potential partners
- Gather intelligence on potential opportunities and partnerships to inform country strategy and planning for English Programmes
- Liaise with Business Leads in country and beyond to establish clear track across each SBU area – and ensure project or sectoral input to the pursuit process (as appropriate).
- Applies due diligence requirements to potential partners.
- Coordinates research in country/regional context such as analysis of client and partner trends and opportunities.

Relationship & Stakeholder Management

- Establish a strategy, and associated process, for effectively building and managing new relationships and potential partners in country – to maximise repeat business, explore opportunities to expand our offer to partners across business units and coordinate any contact with new partners for business development
- Work closely with regional and global English Programmes leads to ensure alignment of country focus and priorities to regional and global strategy.
- Build strong internal relationships and networks
- Represents British Council English Programmes externally and internally

Marketing & Communications:

- Work closely with research team to develop an effective marketing, communication, and engagement plan for the dissemination of the results of ESBE and EDGE studies to appropriate audience.
- Carry out regular competitor analysis
- Liaise with the Marketing, Communications & Digital teams to develop key messages around studies and the benefits of Partnership working
- Works closely with business leads to feed market/customer insights into the programme development planning cycle, to ensure the British Council's offer is market relevant for the country and the UK, demand-led and consistent with the British Council and FCDO objectives.

Project Management

- Ensures project activities are compliant with all internal British Council policies and processes (EDI, safeguarding, social value, conflict sensitivity, supply management)
- Contributes to development of, owns and delivers on Project Management/Work Plan for business development and engagement activities
- Identifies risks in a project or activities and puts together mitigation strategies with SRO
- Responsible for internal and client, procurement, contracting, compliance, and reporting requirements
- Manages procurement related to project/activities
- Works closely with sources of digital skills and expertise to ensure high quality digital inputs on delivery of activities

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 3
- Communicating and Influencing 4
- Managing risk 2
- Account and Partnership management 3
- Planning and organising 2
- Finance and resources 3
- Commercial and Business Development 4

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

- Confident user of information technology (Word; Excel; PowerPoint), Microsoft 365 functionality
- 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

1. Minimum of 5 years of experience in the ELT sector, working in business development, partnership building and relationship management.
2. Proactively maintain a sound working knowledge of developments in external policy, practice, and regulation within English language teaching/learning sector to build credibility, confidence, and business insight
3. English Language Teaching qualifications
4. Experience of client management, partner management and/or contract management
5. Knowledge of the Philippine education system
6. High interpersonal and communication skills

Desirable

- Experience working in business and / or partnerships development in one or more of the English, Education and Arts
- Experience of working with Philippine government agencies and familiarity with government and donors' budgeting and financing regulations
- Experience in managing wide range of stakeholders

Language Requirements

The British Council systems and global processes operate in English. Written and verbal proficiency in English is required to CEF Level C1 English

Local language native speaker/CEFR C1

Education

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

Professional Qualification and Certification

Qualifications related to English teaching or Education Management would be **desirable**.

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

Travel requirements of the role

Role could require some domestic and international travel as required by the programme and some out of work hours and evening work responding to or driven by programme/portfolio needs

Proof of Identity requirements/right to work in country

Local Direct Hire: Applications are welcomed from candidates currently in this location with a natural right to work.

Applications are also welcomed from candidates currently based in other British Council country offices. However, please note candidates must have a natural right to work in the country, on a permanent basis, as immigration clearance and/or on-going visa support is not provided by the British Council for this role. Relocation support is also not provided.

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.

The behaviours for each values pair can be found on our [Intranet SharePoint site](#) for internal staff and at our Careers portal for external applicants.

For Recruiter / Hiring Manager use only

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.

Shortlisting

Background Checks

Offer

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, 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 / <u>No</u>
Enhanced (Finance people directly managing expenditure or revenue of or more than £1 million e.g. payroll, procurement, accountancy/controller).	Yes / <u>No</u>
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 / <u>No</u>
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: Lotus Postrado, Country Director	21 June 2024