**Arts Project Manager, Morocco**

**British Council Morocco**

**Role Purpose**

The Arts Project Manager in Morocco will be responsible for delivering our Arts Project portfolio in Morocco. He/She will work, in coordination with colleagues in the Maghreb and the broader MENA region, to plan and deliver impact for the local cultural sector and UK cultural professionals.  He/She will also contribute to the delivery of potential regional and global multi-country projects that involve Morocco as and when required.

The Arts Project Manager in Morocco will be responsible for the implementation of projects with a medium/low level of complexity funded by British Council or by another client or funding mechanism - delivered through some or all of the Arts four global programmes: Culture Connects, Spotlights on Culture, Creative Economy and Arts Responds to Global Challenges. He/She will lead the successful delivery of a range of projects from start to finish including managing the contract or project plan, managing client or internal stakeholders, successfully achieving reporting and meeting compliance standards.

**Main Accountabilities:**

**Sector mobilisation**

* Uses their own knowledge on the arts and creative industries, intelligence and insight from sector stakeholders, opinion formers and funders to support the ongoing development of cluster or regional Arts Projects that will meet the specific needs of Morocco while also providing value to a diverse range of UK arts and creative industry organisations.
* Through ongoing relationships with the Global and regional Arts team, builds and maintains good understanding of UK arts and creative industry sector priorities as well as Foreign, Commonwealth & Development Office (FCDO) and other Her Majesty’s Government (HMG) priorities.
* Identifies and develops opportunities for the UK Arts sector to work in and collaborate with peers in Morocco.

**Relationship & Stakeholder management**

* Develops and maintains relationships with delivery partners and stakeholders within Morocco and is able to procure services and contract delivery partners.
* Holds suppliers to account for delivering against grant agreement or contract.
* Communicates internally and externally about a project’s success/challenges and lessons learned.

**Leadership & Management**

* Manages one Arts Project Coordinator / delivery team.
* Manages all Equality, Diversity and Inclusion (EDI) processes and ensures comprehensive use of internal tools in programme design and delivery. Maintains an oversight of the action plan developed through the use of internal EDI tools.
* Builds strong internal relationships and networks.

**Programme Management**

* Contributes to development of, owns and delivers on Project Management Plan.
* Responsible for management of key Arts events or activities to be held in Morocco.
* Supports, where needed, with the development, management, monitoring & evaluation of arts projects at the regional level.
* Identifies risks in a project or programme and puts together mitigation strategies with Country or Regional teams.
* Responsible for internal and client relationships, 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.
* Undertakes 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.

**Business Development**

* Supports the identification and development of professional networks, relationships and partnerships to increase the British Council’s impact and reputation in the Arts in Morocco.
* Coordinates research in country/regional context such as analysis of client and partner trends and opportunities
* Ensures high quality and accurate pipeline data for country/pillar.
* Conducts specific pipeline and partner/competitor analysis to contribute to business development planning and prioritisation.
* Provides support with development of new business proposals, ensuring that internal and external professional standards are met.
* Ensures timely reporting and communication on externally funded contracts/grant funded initiatives.

**Financial Management**

* Manages and controls the agreed budget, expenditure and income against plans, ensure accuracy of reports and ensure sound financial management and analysis across the portfolio through monthly finance reviews and quarterly business reviews.
* Ensures timely and accurate planning and forecasting, timely reporting of risks, including financial and identify opportunities and mitigation actions
* Ensures compliance to British Council financial policies and procedures.

**Equality, Diversity and Inclusion (EDI)**

* Actively contributes 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.

**Additional Information**

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

**About You (essential requirements for the role):**

* Applicants must have the legal right to work in Morocco
* At least 2 to 3 years of demonstrated experience in managing projects from start to finish and familiarity with project life-cycles
* Arabic & French – written and spoken fluency
* English - excellent written and spoken level (CEFR level C1)
* Experience in managing arts projects in Morocco and/or other Maghreb countries
* Understanding of current trends and practices in arts and creative industry in Morocco and Maghreb
* Experience of building partnerships with a diverse range of arts and culture stakeholders - including governmental and funding partners (trusts, foundations, institutional donors)
* Strong network building skills and an active and up-to-date network of diverse arts sector contacts
* Strong written and spoken communication skills

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| * Understanding of procurement, evaluation and reporting requirements of projects. * Proven experience of managing project finances. * Experience of managing stakeholders * Experience of using technology in project delivery. * Good understanding and experience of supporting monitoring and evaluation. |
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**Desirable Requirements:**

Foundation level Project Management certificate or equivalent work experience.

**Further Information**

* **Role: Arts Project Manager**
* **Number of positions: 1**
* **Pay Band: PB G/6**
* **Location: Morocco**
* **Contract type: Indefinite Contract**
* **Closing date: 25 June 2024**
* **Other: This role is open to candidates who have the right to work and are based in Morocco.**

**To apply, use the following link:** <https://careers.britishcouncil.org/job-invite/41561/>

**\***Please note that all applications should be submitted only in English.

\*It is advisable to apply in advance to avoid any technical issues at the last moment.