Role: **Programmes Intern** (Part-Time, Fixed-Term)

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| Role Information: | | | | |
| Role Type: | Pay Band: | Location: | Duration: | Reports to: |
| **Programmes** | **Service contract,**  Part-time | **Baku, Azerbaijan** | **4 months** after the signing of the service agreement | **English and Education Manager** |

English and Education unit support:

By participating in the projects organized by British Council, an intern will acquire communication and negotiation skills, project management skills, will learn proper time management, will benefit from working with experienced professionals employed in the field of higher and vocational education.

Successful candidate will support Education and English programmes in close work with Programmes team.

Intern will benefit from British Council by learning from professional British Council staff. British Council employees will conduct an induction programme and will support an intern in his/her work provising capacity-building opportunities and involving into the programmes implementation.

# Country overview:

Using the cultural resources of the UK, we create friendly knowledge and understanding between the people of the UK and other countries.

Our key priority is to strengthen long-term connections and relationships with the next generation in Azerbaijan. We will help young people in Azerbaijan develop greater understanding of the UK’s education and arts as diverse, inclusive and innovative and gain knowledge of existing and potential opportunities for fostering collaboration and networks.

Our vision:

* We aim to improve the teaching and learning of English, supporting educational opportunities for Azerbaijanis and so doing, develop closer understanding of and co-operation with the UK.
* We aim to provide Azerbaijan’s young people with skills they want and need for employability and for greater integration with the wider world.
* We aim to enable more Azerbaijani students to take UK examinations, study in the UK, and bring home with them greater trust and understanding of the UK.

# Key relationships:

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| Internal: | External: |
| English an Education team  British Council trainers | British Council partners and stakeholders  Customers |

Main responsibilities and duties:

## Administrative tasks:

Support the everyday coordination and delivery of English and Education programmmes. Provide translation of the letters from English into Azerbaijani and vice versa. Support in organization of events.

## Values and policies:

Comply with codes of practice, industry regulations, legislation, British Council’s ethical code and policies including but not limited to our policies for: child protection, equal opportunity and inclusion, environment and our brand guidelines.



**Monitoring and evaluation:**

Support the collection, processing and reporting of monitoring and evaluation data gathered from projects in support of the British Council Result and Evidence Framework and other monitoring and evaluation requirements, as appropriate.

**Finance:**

Support in processing and updating all project-related purchase orders and payments.

# Role requirements:

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| Threshold requirements: | | Assessment stage: |
| Passport requirements | **Right to work in Azerbaijan** | Shortlisting |
| Direct contact or managing staff working with children? | **No**  In line with our Child Protection agenda, the post holder will be required to present a Police Report before the first working day. | N/A |
| Core working hours | **20 hours/week,** ideally 4 hours every  day, 09.30-13.30 or 13.30-17.30 | Interview |
| Location | **Work from home** preferred, access to the British Council office possibly on- need-basis. |  |

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| Person specification: | | Assessment stage: |
| **Minimum/essential:** | **Desirable:** |
| Fluent written and spoken English (minimum High B2) | - | Shortlisting, Entry test. |
| Written and spoken Azerbaijani at proficiency level. | - | Shortlisting, Entry test. |
| Demonstrable knowledge and/or skills in the fields of education or social projects | Completed or ongoing degree in project administration, teaching or related field. | Shortlisting |



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| British Council Core Skills: | | Assessment stage: |
| **Core Skill:** | **Description:** |
| Communicating & Influencing (Level 2) | **Relates communications to circumstances** Displays good listening, writing and speaking skills, setting out logical arguments clearly and adapting language and form of communication to meet the needs of different people/audiences. | Shortlisting, Interview |
| Planning & Organising (Level 1) | **Is methodical**  Able to plan own work over short timescales for routine or familiar tasks and processes. | Shortlisting, Interview |
| Finance & Resource Mgmt (Level 1) | **Uses resources efficiently**  Uses resources efficiently in own role and complies with financial rules and procedures. | Shortlisting, Interview |
| Using Technology (Level 2) | **Operates as an advanced user**  Works as an advanced practitioner in the use of office software and/or British Council standard and social media platforms and trains or coaches others in their use. | Shortlisting, Entry Test, Interview |
| Managing Risk (Level 1) | **Follows good practices**  Demonstrates understanding of risk management policies and procedures and record of following them. | Shortlisting, Interview |

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| British Council Behaviours: | Assessment stage: |
| **Behaviour (level):** |
| Connecting with others (more demanding) | Interview |
| Working together (essential) | Interview |
| Being accountable (essential) | Interview |
| Making it happen (essential) | Interview |
| Shaping the future (essential) | Interview |

Əsas əlaqələr:

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| Daxili: | Xarici: |
| İngilis dili və Təhsil komandası  British Council təlimçiləri | British Council tərəfdaşları və maraqlı tərəflər  Müştərilər |

## Əsas vəzifələr:

## İnzibati tapşırıqlar:

## İngilis dili və Təhsil proqramlarının gündəlik koordinasiyasını və çatdırılmasını dəstəkləyin. Hərflərin ingilis dilindən Azərbaycan dilinə və əksinə tərcüməsini təmin edin. Tədbirlərin təşkilində dəstək.

## Dəyərlər və siyasətlər: Təcrübə kodekslərinə, sənaye qaydalarına, qanunvericiliyə, British Council-ın etik kodeksinə və siyasətlərimizə, o cümlədən, lakin bununla məhdudlaşmayaraq, uşaqların müdafiəsi, bərabər imkanlar və inklüzivlik, ətraf mühit və brend qaydalarımıza riayət edin.

## Monitorinq və qiymətləndirmə: Britaniya Şurasının Nəticə və Sübut Çərçivəsini və müvafiq olaraq digər monitorinq və qiymətləndirmə tələblərini dəstəkləmək üçün layihələrdən toplanmış monitorinq və qiymətləndirmə məlumatlarının toplanması, işlənməsi və hesabatlandırılmasını dəstəkləmək. Maliyyə: Layihə ilə bağlı bütün satınalma sifarişlərinin və ödənişlərinin işlənməsi və yenilənməsinə dəstək.

# Tələblər:

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| Başlanğıc tələblər: | | Assessment stage: |
| Pasport | **Azərbaycanda işləmək hüququ** | Shortlisting |
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