

## Role Title

Arts Manager, Rwanda (Temporary Cover)

## Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Business Delivery	G/6	Kigali, Rwanda	5 months	Head of Arts, Kenya and East Africa

## Role purpose

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

## 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 Arts is the British Council's framework for working between Kenya, Uganda, Sudan, South Sudan, Tanzania, Rwanda, Ethiopia, and the UK. Working predominantly with 18 – 35 year olds, the programme will: connect new audiences to new art, share skills of creatives, and ignite partnerships between the creative sectors of the UK and the East African region.

The East Africa Arts programme consists of three parts:

- new Art new Audiences (nAnA): An 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: supporting the movement of creatives and building partnerships across East Africa.

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 the importance of the relationship with East Africa, we are establishing an East Africa Arts programme of engagement through the arts, with Rwanda as one of the countries of activity.

Working with Head of Arts Kenya and East Africa and Programmes Manager Rwanda, the Arts Manager will help manage and deliver a compelling arts programme in Rwanda that is in line with our strategy in East Africa and the sub-Saharan Africa region.

The British Council recognises that we have a fundamental duty of care towards all children we engage with including a duty to protect them from abuse. We achieve this through compliance with UK child protection laws and relevant laws in each of the countries we operate. We adhere to the United Nations Convention on the Rights of the Child (UNCRC) 1989.

Our Equal Opportunity Policy commits us to ensuring there is no unjustified discrimination in the recruitment, retention, training and development of staff on the basis of age, disability, gender including HIV/AIDS status, marital status including civil partnerships, pregnancy and maternity, political opinion, race/ethnicity, religion and belief, socio-economic background, spent convictions, trade union activity or membership, work pattern and on the basis of having or not having dependants or any other irrelevant grounds. Candidates with special needs should please ask us for this information in alternative formats.

All employees of the British Council must adhere to the Corporate Health & Safety, Equal Opportunity & Diversity and Child Protection policies and ensure they are aware of, and up to date with all mandatory training as found in the Code of Conduct.

### **Main opportunities/challenges for this role:**

Working with Head of Arts Kenya and East Africa, the Arts Manager will ensure the effective delivery and impact of the Rwanda arts programme that is in line with our East Africa Arts framework.

Through attention to cultural stakeholder partnerships, monitoring and evaluation, and efficient financial, team and operational project management the Arts Manager will make a major contribution to the successful delivery of the British Council's Rwanda East Africa Arts programme.

The Arts Manager reports to Country Director Rwanda and Head of Arts Kenya and East Africa, whilst working closely with arts stakeholders in Rwanda.

### **Organogram**

- Line Manager: Country Director Rwanda
- Programme input: Head of Arts, Kenya and East Africa

### **Main Accountabilities:**

#### **Arts Management:**

- Work with Head of Arts Kenya and Eastern Africa, Programmes Manager Rwanda and UK arts advisors to plan, develop and execute the East Africa Arts programme in Rwanda;
- Manage the delivery of Rwanda East Africa Arts project activity to agreed timelines, costs and performance indicators;
- Identify and keep up-to-date records on the Arts database all appropriate Rwandese cultural partners for the British Council to engage with through the East Africa Arts programme;
- Support British Council's cultural partners to deliver projects in Rwanda and in

- communication with the UK and East Africa;
- Maintain strong connections with Rwanda's creative sector, and work with the Head of Arts Kenya and Eastern Africa and Country Director Rwanda to broker relations between the UK and Rwandese cultural sector;
- Maintain up-to-date programme activity plans and accurate finance spread sheets;
- Work with Head of Arts Kenya and Eastern Africa to secure and manage monetary and in-kind sponsorship for Rwandese East Africa Arts activity;
- Create and manage contracts for Rwanda stakeholder groups.
- Manage, communicate and coordinate with key cultural and financial stakeholder groups in Rwanda;
- Strengthen the British Council's position as the key organisation for international collaboration between Rwanda and the UK.

#### **Communications:**

- Reach new audiences for the East Africa Arts programme through the delivery of digital and print communications strategies in Rwanda;
- Work with Arts and Communications Manager Kenya and Eastern Africa, to establish audiences for the East Africa Arts programme through British Council Rwanda Facebook and Twitter page;
- Manage Rwandese digital arts content and coordinate with Arts & Communications Manager Kenya to ensure content is well-communicated in Rwanda and across East Africa social media and press channels;
- Communicate with Head of Arts Kenya and Eastern Africa and the British Council UK communications team to ensure East Africa Arts is well-represented and reaching new UK audiences;
- Generate and edit press releases on the Rwandese East Africa Arts programme;
- Develop and maintain relationships with Rwandese media/journalists/communicators;
- Identify new media partners to maximise the reach and promotion of the Rwandese and East Africa Arts programme;
- Review and summarise online and printed press highlighting and related to East Africa Arts.

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

- Support Head of Arts Kenya and Eastern Africa, and Country Director Rwanda to ensure project delivery and activity reflect British Council EDI policy;
- Ensure that child protection policy and standards are followed and maintained for all relevant projects.

### **Key Relationships:**

#### **Internal**

- Head of Arts Kenya and Eastern Africa; Country Director Rwanda;
- Arts and Communications Manager Kenya;
- British Council UK Arts advisors;
- Stakeholders and practitioners across the arts sector in Rwanda;
- Relevant arts media/journalists/communicators;
- Colleagues in British Council Rwanda and 1HMG

#### **External**

- Arts stakeholders in Rwanda and East Africa

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	Occasional travel in Rwanda and internationally. 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>Written and Spoken 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, heritage, or humanities or project management 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>Experience of complex project management</li> <li>Fluency in English</li> <li>Experience of financial and narrative reporting</li> <li>Experience of monitoring and evaluation</li> <li>Experience of working with arts sector</li> </ul>	<ul style="list-style-type: none"> <li>An innovative approach to the use of digital and social media to connect audiences.</li> <li>Experience of working with both large and small organisations</li> </ul>	Shortlisting
Role Specific Skills		<i>Assessment Stage</i>
Required candidate will need to possess: <ul style="list-style-type: none"> <li>Good knowledge and use of social media for the promotion of cultural activities;</li> <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	Assessment Stage
<p><b>Communicating and Influencing (Level 2)</b> 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.</p> <p><b>Managing Projects (Level 2)</b> Examines project data and performance, reporting on progress and recommending corrective action as needed.</p> <p><b>Finance and Resource Management (Level 2)</b> Uses financial systems and processes appropriately as part of the job and on behalf of a team.</p> <p><b>Commercial and business development (Level 2)</b> Researches markets and conducts cost/benefit analyses to identify new opportunities or recommend improvements to current initiatives.</p> <p><b>Managing risk (Level 1)</b> Demonstrates understanding of risk management policies and procedures and record of following them.</p>	Shortlisting AND Interview
British Council Behaviours	Assessment Stage
<p><b>Making it Happen (more demanding)</b> Delivering clear results for the British Council.</p> <p><b>Connecting with Others (essential)</b> Making regular opportunities to understand others better.</p> <hr/> <p><b>Shaping the Future (more demanding)</b> Exploring ways in which we can add more value</p> <p><b>Being Accountable (more demanding)</b> Challenging myself and others to deliver and measure better results.</p>	Interview
<b>Prepared by:</b>	<b>Date:</b>
Rocca Gutteridge Head of Arts Kenya and East Africa	3 <sup>rd</sup> March 2019