



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Centre for Cultural Value Project Co-ordinator,  
School of Performance & Cultural Industries, Faculty of Arts, Humanities**



**Salary: Grade 5 (£23,067 – £26,715 p.a.)**

**Reference: AHCPC1024**

**Closing date: 13 January 2021**

**Fixed-term for until November 2021 (due to funding)**

**We will consider job share and flexible working arrangements**

## **Centre for Cultural Value Project Co-ordinator School of Performance & Cultural Industries, Faculty of Arts, Humanities and Cultures**

**Do you have experience of planning, establishing and delivering complex multi-partner projects? Are you good at developing working relationships and communications for a range of partners? Could you organise events in person and online?**

Applications are invited for a Project Co-ordinator to support the delivery of a collaborative research project exploring the impacts of Covid-19 on the cultural sector across the UK. This project is being delivered by the Centre for Cultural Value, a national research centre funded by the AHRC, Arts Council England and Paul Hamlyn Foundation in collaboration with the Creative Industries Policy and Evidence Centre (PEC) and a national consortium of leading researchers and cultural sector partners.

The successful candidate will be able to work independently to provide project management support to ensure the day-to-day running of the project and co-ordination of project delivery and communications across different workstreams of the programme. Excellent time management, prioritisation and communications skills are essential.

This post can be delivered remotely, flexibly and with the support of reasonable adjustments.

As an international research-intensive university with a strong commitment to student education, we aim to create an inclusive environment that attracts, supports and retains the best students and staff from all backgrounds and from across the world.

In line with this vision, the Faculty of Arts, Humanities and Cultures is committed to fostering a culture of inclusion, respect and equality of opportunity. We select candidates on the basis of merit and ability, and aspire to further diversify our Faculty community. We particularly welcome and encourage applications from candidates belonging to groups that have been under-represented in the University including, but not limited to: Black, Asian and ethnically diverse people; people who identify as LGBT+; and people with disabilities.





If you would like the application form in an alternative format, or would like to discuss and arrange any reasonable adjustments to enable you to apply for a role with us please contact Human Resources, via email at [hr@leeds.ac.uk](mailto:hr@leeds.ac.uk) and quote the Job Reference number. We will be more than happy to help.

## What does the role entail?

As a project co-ordinator your main duties will include:

- Providing project management support to ensure the achievement of the key objectives of the project including development of activity plans and systems and processes for project communications and monitoring
- Developing and maintaining effective working relationships and internal communications with the Creative Industries Policy and Evidence Centre, collaborative research partners, and co-investigators to co-ordinate development and delivery of outputs from the project;
- Reporting on project progress of each of the workstreams including the collection of data and drafting and preparation of monitoring reports;
- Planning and servicing project meetings and events including scheduling dates, sourcing venues/online platforms, briefing presenters, managing booking and delegate information, preparing slides, papers and writing minutes
- Providing support for the Communications Manager on project communications Including:
  - Sourcing images and other media content for communications activity
  - Writing copy for and updating the project website
  - Managing and developing the project's internal and external mailing lists
  - Drafting e-newsletters and project updates
  - Co-ordinating design and editing processes for reports and findings
  - Managing and respond to enquiries about the project

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## What will you bring to the role?

As a project co-ordinator you will have:

- Proven experience of project co-ordination, including involvement in the planning, delivering and communications of complex multi-partner projects or programmes;
- Excellent time management, administration and organisation skills



- Experience of organising events, both physical and online
- Experience of implementing and following project monitoring processes and procedures
- Excellent interpersonal skills, including the ability to interact with others on a multifaceted, multi-site project
- Experience of servicing meetings, including taking and writing up minutes
- High level of accuracy and attention to detail
- Excellent written and oral communication skills
- Proven ability to work independently and to tight deadlines
- Flexible and adaptable, with a proactive and collaborative approach to work

You may also have:

- Experience of working with arts and cultural organisations and or higher education institutions

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

## Contact information

To explore the post further or for any queries you may have, please contact:

**Liz Harrop, Centre Manager, Centre for Cultural Value**

Email: [E.J.Harrop@leeds.ac.uk](mailto:E.J.Harrop@leeds.ac.uk)

## Additional information

Find out more about the Centre for Cultural Value and this project at:

<https://www.culturalvalue.org.uk/our-work/covid-19-research-project/>

## Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.



Please note: If you are not a British or Irish citizen, from 1 January 2021 you will require permission to work in the UK. This will normally be in the form of a visa but, if you are an EEA/Swiss citizen and resident in the UK before 31 December 2020, this may be your passport or status under the EU Settlement Scheme.

### **Candidates with disabilities**

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

## **Criminal record information**

### **Rehabilitation of Offenders Act 1974**

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

