JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>StoryFutures Manager</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Centre for Digital Creativity / Media Arts</td>
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<tr>
<td>Job type</td>
<td>Professional Services</td>
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<tr>
<td>Grade:</td>
<td>8</td>
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<tr>
<td>Accountable to:</td>
<td>StoryFutures Director</td>
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<tr>
<td>Accountable for:</td>
<td>n/a</td>
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Purpose of the Post

This is the lead administrative and communications role in the delivery of StoryFutures R&D project.

The role sits within the Media Arts Department as part of the new Centre for Digital Creativity (CDC), which brings together Media, Computer Science, Drama, Geography, Psychology, Management and Electronic Engineering. The role is specifically attached to the StoryFutures project within the CDC. StoryFutures is an R&D base for screen industries to meet the challenge of next-generation storytelling, producing compelling content for emerging creative technologies.

The post has a high level of organisational responsibility, with a focus on providing high level support and project management to the R&D team based at Royal Holloway, effective communications and co-ordination of administrators across HEI partners. The post will also take a leading role in StoryFutures communications strategy – internally and externally – ensuring the effective integration of the project with both Royal Holloway systems and the connected StoryFutures Academy Industry Centre of Excellence project.

Key Tasks & Responsibilities

- Manage operational matters of StoryFutures, including deputising for StoryFutures Director where appropriate, taking a proactive approach to organisational matters.

- Liaise and develop contacts with internal and external stakeholders to establish and build excellent working relationships with partner organisations to develop and ensure the smooth operation of StoryFutures.

- Provide high level advice and support for StoryFutures staff developing and preparing bids.
Manage the StoryFutures calendar of events and timeline of activities, ensuring information is easily available to all relevant staff and partners, and co-ordinate Project Management Team, Communications Committee and Finance Committee meetings.

Provide leadership and support for Network Co-ordinator, especially with regard to incubation scheme.

Overall responsibility for the coordination and development of all aspects of StoryFutures administration, ensuring that these integrate with established systems and adhere to College governance and quality assurance requirements; including:

- With Theme 1 Co-Is set up and manage the StoryFutures process for the recruitment and selection of students taking part in Story Lab events and challenges;
- Provide high level support and advice to the project management team on the annual allocation of College scholarships;
- Provide a point of contact for advice to staff on StoryFutures work themes and packages, including promoting StoryFutures opportunities to relevant partner-HEI staff
- Manage the day to day finances of StoryFutures, reporting these accurately and reviewing with StoryFutures Director and Finance Officer;
- Take responsibility for the maintenance and accuracy of data on the Je-S system for grant reporting
- Monitor Dashboards and provide support and systems to academic staff and partners to self-service dashboard operations for impact monitoring

Develop and maintain StoryFutures' online presence and communications strategy, including social media.

Regularly conduct reviews of the partner and SME experience of collaborating with StoryFutures, including communications and financial procedures, and provide recommendations for improvements in collaboration with StoryFutures Project Management Team and Administration.

Maintain an up to date knowledge of all relevant RCUK policies and procedures and communicate the relevant details effectively to staff providing specialist and technical advice on issues relating to the implementation of StoryFutures and interpretation of policy and regulations as required, liaising with the RCUK as necessary.

Take a lead role in the organisation and management of StoryFutures events, working with StoryFutures/Academy Exec Producers and Network Co-ordinator. To work with the StoryFutures Academy team to support similar events associated with the StoryFutures Programme.
Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted. Travel across the Gateway Cluster and London is a requirement of the post.