**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>StoryFutures Academy Festival22 Programme 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>RHUL 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>6-10 Professional Service staff on relevant grants</td>
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**Purpose of the Post**

This is the lead administrative and project management role in the delivery of a StoryFutures Academy special project. The post holder will work with the StoryFutures and StoryFutures Academy managers and directorates to ensure that the programme of activity is delivered effectively, that key milestones are met and that financial and narrative reporting meets the needs of the project's funders. The post will have line management, budget and organizational responsibilities – including managing a special project with high profile external stakeholders and national delivery.

The role sits within the Centre for Digital Creativity (CDC), which brings together Media, Computer Science, Drama, Geography, Psychology, Management and Electronic Engineering. The CDC is the home for two nationally significant collaborations between Universities and Creative Industries: StoryFutures and StoryFutures Academy – the National Centre for Immersive Storytelling. These two projects are aimed at fuelling growth in the UK economy via creating innovative content and experiences for immersive productions.

This role is specifically attached to a special project that will bring together both StoryFutures and StoryFutures Academy to deliver a large-scale programme of national significance, delivering augmented reality, film and live events.

The post has a high level of organisational responsibility, with a focus on providing operational and project management support to the special project team based at Royal Holloway and the National Film and Television School. You will work closely with existing managers and leadership teams at both StoryFutures and StoryFutures Academy, ensuring the special project co-ordinates, communicates and collaborates effectively.

The post holder must be able to develop systems and processes, ensuring the effective integration of the project within both existing institutional systems and StoryFutures and StoryFutures Academy programmes. The post will also take a leading role in StoryFutures Academy’s engagement with our creative industries partners, managing relationship,
contracts and budgets. The post has line-management responsibility for administrative teams within the StoryFutures and StoryFutures Academy programmes.

### Key Tasks & Responsibilities

- Closely monitor and manage project and sub-project progress including budget control, ensuring the successful identification, management and mitigation of individual risks, including documenting, highlighting, and allocating risk and tasks to the agreed risk owner using own initiative.

- Manage day to day operational matters of the StoryFutures Academy special project, including operating budgets, contracting, financial processes and proactively addressing operational matters.

- Manage the delivery of StoryFutures Academy special projects work packages, ensuring information is easily available to all relevant staff and partners as well as meeting reporting requirements.

- To ensure internal and external impact and financial reporting requirements are met. Taking full responsibility for the maintenance and accuracy of data.

- Proactively manage the challenge of competing requirements for internal resource, reactively identify and act on shortfalls in performance, and retrospectively provide a review of performance to line management.

- With Director and project management team ensure project compliance with project governance, funder rules, and related university standards information security, data protection and related standards and policies.

- With StoryFutures Academy Head of Operations and StoryFutures Head of Operation regularly conduct reviews of the impact and experience of the project on creative industries partners.

- Line management of professional services staff within the StoryFutures, StoryFutures Academy and Centre for Digital Creativity teams at Royal Holloway, as well as co-ordination of staff at other partner HEIs.

- To provide advice and support to colleagues on the special project work themes and packages.

- Build and maintain strong working relationships with a wide range of internal and external stakeholders including partner organisations to develop and ensure smooth operation, including managing the governance structure for the project delivery.

- Manage the calendar of events and timeline of activities for the special project.

### 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 nation is a requirement of this post.