

## JOB DESCRIPTION

<b>Job Title:</b>	Research Project Administrator
<b>Department / Unit:</b>	Dept. English – School of Humanities
<b>Job type</b>	Part-Time, Fixed-Term
<b>Grade:</b>	RHUL 6
<b>Accountable to:</b>	Principal Project Investigator: Livesey
<b>Accountable for:</b>	Administration and assistance in delivery of UKRI/AHRC follow-on funding project, 'Finding Middlemarch in Coventry 2021'
<b>Purpose of the Post</b>	
<p>This project will reimagine nineteenth-century novelist George Eliot's radical artistic vision of 'provincial life' in the Midlands through collaborations with diverse communities during Coventry City of Culture 2021. It will tell the story of Eliot and the ground-breaking literary experiment of her novel <i>Middlemarch</i>, published 150 years ago in 2021, with the people living in the city which it fictionalised. The administrator will facilitate the delivery of project objectives and liaison with external partners including:</p> <ol style="list-style-type: none"> <li>1) The development of a new George Eliot interpretation strategy by Nuneaton Art Gallery and Museum (NMAG) and Culture Coventry (Herbert Museum &amp; Coventry Archives), for their extensive holdings concerning her life and work. This will change the story visitors to these institutions take away with them about Eliot.</li> <li>2) Innovative research-led content development to reach new audiences through a series of co-produced outputs: community archive workshops resulting in co-produced online exhibition; an experimental short film directed by new Co-Investigator Redell Olsen; an immersive, site-specific theatre production 'The Great Middlemarch Mystery', devised by Dash Arts in collaboration with the PI working with community groups in Coventry.</li> </ol>	
<b>Key Tasks</b>	
<p>Project administration and communication working with Principal Investigator Ruth Livesey, Co-Investigator Redell Olsen and counterparts from our external partner organisations. The core responsibilities will include:</p> <ol style="list-style-type: none"> <li>1. Operational responsibility for planning and implementing the delivery schedule of the project with special responsibility for managing the project diary, monitoring progress towards key project milestones, procurement processes, and financial reporting.</li> <li>2. Supporting the PI and Co-I in establishing and maintaining relationships with key project stakeholders, including soliciting, maintaining and moderating volunteer contributions to the project blog and community curated exhibition.</li> </ol>	

<ol style="list-style-type: none"> <li>3. Supervision of project participants and volunteers in community collaborations, and where appropriate, line management responsibilities for PhD student interns with support from the PI and Co-I. This will include: <ol style="list-style-type: none"> <li>a. Demonstrating leadership behaviours at the appropriate level in line with the College's Leadership Behaviours Framework.</li> <li>b. Line managing/supervising volunteers and interns, including providing appropriate supervision, motivation and support and identifying development and training needs.</li> <li>c. Providing operational direction.</li> <li>d. Supporting the project team in setting standards in their areas and monitoring performance against these standards and identifying improvement and enhancement opportunities.</li> <li>e. Workload management, including delegation of tasks.</li> <li>f. Responsibility – if necessary - for the recruitment, selection, induction, of PhD student interns.</li> </ol> </li> <li>4. Delivering excellent service for the project team and its stakeholders including devising and implementing an impact capture strategy for the project and its outcomes</li> <li>5. Developing effective networks and working relationships with team members, project partners and other stakeholders, sharing good practice and increasing knowledge and understanding across different administrative areas, as required.</li> </ol>	<p>The research project administrator could be tasked with any of the following over the course of the contract:</p> <ol style="list-style-type: none"> <li>1. Establishing networks and regular liaison with community groups in Coventry and the West Midlands.</li> <li>2. Engaging and communicating with diverse project stakeholders to build inclusive virtual and actual workshops to widen participation and co-curation/co-design of project outcomes.</li> <li>3. Assistance in the design and delivery of an online community-curated exhibition.</li> <li>4. Overseeing the compilation of two interim reports to the project steering group and a final impact report.</li> <li>5. Procurement and finance set up of independent contractors.</li> <li>6. Booking travel, accommodation, workshop venues etc when required.</li> <li>7. Maintaining project communications and social media.</li> </ol>
<p><b>Finance/HR</b></p> <p>The project administrator will be responsible for the day to day financial administration of the project and will liaise with the School of Humanities administration team in this respect for support and training in Agresso, and the PI/Co-I to assist in budget maintenance.</p> <p>The project administrator will support routine aspects of HR as appropriate eg, set up and hourly paid timesheets for student helpers.</p>	
<p><b>Other Duties</b></p>	

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. The role will chiefly be delivered remotely with project activities taking place in Coventry and the West Midlands, central London, and our Egham campus which the role holder will be expected to attend.

#### **Internal and external relationships**

The following list is not exhaustive but the post holder will be required to liaise with:

##### **Internal**

Principal Investigator: Ruth Livesey

Co-Investigator: Redell Olsen

Acting School of Humanities Manager: Louise Mackay

School finance manager: Sue Turnbull

Research Finance: Sue Gammerman and team

##### **External**

Creative Director, Dash Arts

Producer, Dash Arts

Project Lead: Exploring Eliot (Coventry/Nuneaton)

Museums manager, Nuneaton

Archivist, Coventry Archives

Education team: Culture Coventry

Programming Director, Warwick Arts Centre

Four identified key voluntary organisations in Coventry and the West Midlands.