

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Research Project Administrator:
'Finding Middlemarch in Coventry 2021'

Department: English

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge, Education, Qualifications and Training			
<i>Educated to degree level or equivalent</i>	x		Application Form
Relevant postgraduate or other professional qualification		x	Application Form
Knowledge of practice-based research and/or public engagement in the arts and humanities.	x		Interview
Knowledge of policy contexts of arts, heritage and diversity in cultural engagement and research impact.		x	Interview
Demonstrable understanding of the potential significance of the range of project outcomes.		x	Interview
Skills and Abilities			
Strong project planning and administration skills	x		Application & interview
Confident in engaging and communicating with diverse stakeholders	x		Interview
. Excellent abilities and accuracy in written and oral communications.	X		Application & interview
Ability to maintain and edit project blog and social media.	x		Interview

Grasp of budget administration and routine financial management	x		Application
Tact and skill in managing diverse needs of project partners	x		Interview
Can effectively communicate an understanding of the project outcomes to a range of audiences at a local and national level	x		Interview
Experience			
A track record of successful administrative delivery of arts/heritage/ practice based collaborative projects.	x		Application
Experience of working with and leading teams.	x		Application
Experience in community engagement and co-creation of projects with voluntary organisations		x	Interview
Curatorial and / or promotional experience of working with artistic practitioners in relation to galleries, festivals, theatre or other arts organisations.	x		Application/interview
Experience of planning and providing logistical support in relation to live events.		x	Application/interview
Other requirements			
Willingness to work flexibly when necessary		x	interview
Willingness to work remotely		x	interview
Willingness to travel to attend project workshops in the West Midlands and London	x		interview