



**UNIVERSITY OF LINCOLN  
JOB DESCRIPTION**

<b>JOB TITLE</b>	Mobile Arts for Peace (MAP) Project Manager				
<b>DEPARTMENT</b>	School of Fine and Performing Arts				
<b>LOCATION</b>	Brayford Pool				
<b>JOB NUMBER</b>	COA368	<b>GRADE</b>	7	<b>DATE</b>	September 2022
<b>REPORTS TO</b>	Professor Ananda Breed, Principal Investigator				

**JOB PURPOSE**

The University of Lincoln is committed to undertaking purposeful research that can address key national and international challenges in a rapidly changing global environment which is a critical element of its drive to become a Top 40 institution. Research and innovation is central to the University, a Higher Education Institution looking to the future to meet the needs of the 21<sup>st</sup> Century.

The Project Manager will be focused on the provision of support to an Arts and Humanities Research Council (AHRC) Global Challenges Research Fund (GCRF) Network Plus project entitled Mobile Arts for Peace (MAP): Informing the National Curriculum and Youth Policy for Peacebuilding in Kyrgyzstan, Rwanda, Indonesia and Nepal (<https://map.lincoln.ac.uk>) until July 2024 with possible extension through additional research projects or internal job opportunities at the University of Lincoln.

The position holder will manage the day to day running of the Mobile Arts for Peace portfolio, reporting to, and working closely with, project Principal Investigator, Professor Ananda Breed.

## KEY RESPONSIBILITIES

### Project Management

Providing overarching project management for Mobile Arts for Peace's various funding strands. This includes: financial and administrative management of the project, overseeing the day to day coordination of the central MAP office and team; the organisation and delivery of innovative project activities and network events, working closely with the PI and other members of the academic management team; maintaining oversight of MAP's overall work plan, including monitoring progress in key areas of work and actively working with the team in dealing with any changes or setbacks to ensure that the overall objectives are delivered. Maintain project plans, including tracking deliverables, milestones and progress against work packages using tools including a Responsibility Assignment Matrix and Gantt Charts. High proficiency in Office 365 required. Update workplans to reflect progress, monitoring communications, ensuring conformance with expected deliverables and milestones. Report progress to PI, adapt plans and recommend updates.

### Fiscal Management

Oversee Mobile Arts for Peace's various project budgets (£2M project overall), liaising closely with the Finance Office, PI and research team to ensure monies are spent effectively and that activities occur within budget. Prepare central activity budgets for key events and research activities and support the central team with general finance queries relating to expenses, grant payments etc. as well as managing international event budgets in collaboration with our delivery partners. Work closely with, finance and research teams at College level as appropriate to ensure smooth grant offers, due diligence and payments processes for grantees and in-country team members. Produce budget recommendations and identify any problems; resolving any issues as they occur. Collating financial and technical quarterly reports from project partners; reconciling receipts in relation to financial reports; completing end of year reports.

### Grant Management

Manage the administration and reporting of Mobile Arts for Peace's 25 sub-projects, including maintaining regular communications with recipients, gathering data from grantees through bi-annual reporting mechanisms and regular communications, identifying areas for new networks and shared learning across the cohort in collaboration with the lead research team, and working closely with fellow team members such as MAP/PDRA and postgraduate researchers to support them in their collection of data for communications, safeguarding and evaluation requirements. Act as a relationship manager for MAP's 25 sub-projects, maintaining equitable relationships whilst ensuring coordination of activity updates, reporting requirements, and data capture, resolving any conflicts or concerns in collaboration with the Principal Investigator.

### Partnership Development

Championing Mobile Arts for Peace's values of building equitable partnerships, coproduction and participation, manage, in collaboration with the Principal Investigator, a portfolio of strategic partners and develop new contacts and external partnerships, undertaking project initiation meetings, representing and promoting MAP both internally and externally at appropriate workshops and events.

### People Management

Maintaining a high-level oversight of MAP's activities, including activity plans, budgets, project delivery and research impact, liaising closely with the research investigators and UoL Financial, HR, and Research Governance teams to ensuring the values and ethics of MAP are upheld throughout; lead on application, assessment and induction processes for Researchers and new members of staff; line manage student researchers as needed.

### **Monitoring & Evaluation**

Draft, prepare, submit and archive project documentation to funding bodies, including interim and final technical and financial reports, prepared to relevant standards including analysis of data and précis of materials; integrate and coordinate contributions from partners. Oversee the completion of all reporting mechanisms required by our funders, coordinating the collection of ResearchFish data, gathering appropriate impact data and stories from our partners, generating the annual report, in collaboration with the rest of the team, and managing all reporting requirements for our sub-projects; Coordinate, design and publish case studies for use on the Mobile Arts for Peace website and other platforms, and for submission as part of annual reports to the funder; Working with MAP's PGR, develop participatory evaluation methodologies and tools for grantees and key stakeholders of MAP.

### **Research Communications & Impact**

Identify and develop opportunities to share our research with the wider university, external audiences and the general public, online, at events and through various sector channels; Oversee the delivery of MAP's marketing strategy, including the management and maintenance of the MAP website, liaising with the Communications Manager to identify press opportunities and drafting copy for a range of audiences regarding the project's progress.

### **Risk Register**

Establish and maintain a Risk Register for individual projects, as appropriate; undertake contract performance review and complaints and conflict resolution procedures.

### **Research Recruitment**

Assist in the effective and timely recruitment of Researchers to the different projects, including relevant publicity, advertising, marketing and arrangements for the recruiting process. Provide starting documentation between researcher and project team to ensure a timely project start.

### **Project Events**

Provide administrative and project management support to the Principal and Co-Investigators of projects including organisation of management board meetings, workshops and conferences, ensuring that all due diligence is carried out beforehand. Provide full support and oversight to events, ensuring that all financial, publicity, travel and domestic arrangements are in place. Ensure all impact-related and post-event documentation is recorded, archived and accessible as required. Strong presentation and event support for webinars, conferences and dissemination of research outputs and proficient use of Canva, PowerPoint, Excel and website management experience required.

**In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.**

## ADDITIONAL INFORMATION

### Scope and Dimensions of the Role

Research Manager will provide a key role in the overall co-ordination and implementation of the Mobile Arts for Peace project.

### Key Working Relationships/Networks

Internal	External
<ul style="list-style-type: none"><li>• Principal Investigator</li><li>• PDRA</li><li>• Academic and Research Staff within the College of Arts</li><li>• Research Support Staff within the College of Arts and College of Science</li><li>• Research and Enterprise Department</li><li>• College Management Accountant</li><li>• College Director of Operations</li><li>• Finance and HR departments</li><li>• Industrial liaison/business development managers</li><li>• Other core University departments as required</li></ul>	<ul style="list-style-type: none"><li>• External funding bodies</li><li>• External partners including industrial partners, other HEIs, Third Country representatives etc</li><li>• RCUK (UKRI), Je-S and other funding related institutions</li><li>• Partners and affiliated entities</li><li>• CO-Is/ECRs and post-doctoral staff</li><li>• External auditors</li><li>• Youth and Policy-making bodies</li><li>• Other project co-ordinators and project managers</li></ul>



**UNIVERSITY OF LINCOLN  
PERSON SPECIFICATION**

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<b>Selection Criteria</b>	<b>Essential (E) or Desirable (D)</b>	<b>Where Evidenced Application (A) Interview (I) Presentation (P) References (R)</b>
<b>Qualifications:</b>		
Honours Degree or equivalent	<b>E</b>	<b>A</b>
Appropriate Project Management qualification or equivalent experience	<b>E</b>	<b>A</b>
<b>Experience:</b>		
Excellent project management experience, preferably including AHRC UKRI-based projects	<b>E</b>	<b>A,I</b>
Experience of research financial support and submission systems within a HE environment including Je-s, Researchfish, etc.	<b>D</b>	<b>A,I</b>
Research project administrative, financial and audit systems experience	<b>E</b>	<b>I</b>
Experience of partnership working and building new multidisciplinary networks	<b>E</b>	<b>A,I</b>
Experience of negotiating research contracts and line management experience	<b>D</b>	<b>A,I</b>
Experience of establishment of project documentation, including project plan, risk register etc.	<b>E</b>	<b>I</b>
Experience of collaborative software environments	<b>E</b>	<b>A,I</b>
Experience of working with researchers, and being able to effectively influence them to achieve required outcomes	<b>E</b>	<b>A,I</b>
Experience of designing and delivering project evaluation	<b>E</b>	<b>A,I</b>
<b>Skills and Knowledge:</b>		
Good working knowledge of Microsoft Office applications including Word, Excel, PowerPoint, WordPress or similar web-related software	<b>E</b>	<b>I</b>
Excellent organisational, interpersonal, influencing and communication skills to effect and maintain good partnership collaboration; particularly with people from a wide range of cultures, professions and ages	<b>E</b>	<b>A,I</b>
Ability to prioritise own workload and work to specified deadlines under pressure	<b>E</b>	<b>A,I</b>
Knowledge of research-related financial costing mechanisms and budgetary structures	<b>E</b>	<b>A,I</b>
Excellent written and verbal communication skills	<b>E</b>	<b>A,I</b>
Excellent presentational skills	<b>E</b>	<b>P</b>
<b>Competencies and Personal Attributes:</b>		
Ability and flexibility to react effectively to changes in the project plan or to partner/funder requirements	<b>E</b>	<b>A,I</b>
Calm and efficient approach to meet project and partner	<b>E</b>	<b>I</b>

demands and deadlines		
Strong time-management and personal organisation; flexibility of approach and ability to work to deadlines without prompting	<b>E</b>	<b>I</b>
Ability to work on own and as part of a team	<b>E</b>	<b>I</b>
Ability to coordinate and organise meetings, workshops or seminars and to play an appropriate role presenting at such events some of which will involve international travel	<b>E</b>	<b>I</b>
Ability to work as a team player, to be pro-active; motivated and enthusiastic	<b>E</b>	<b>I</b>
Ability to plan for and work to tight deadlines	<b>E</b>	<b>A,I</b>
Ability to interpret and implement a variety of guidelines and processes and translate these effectively	<b>E</b>	<b>A,I</b>
Ability to communicate effectively with staff at different levels and of differing nationalities	<b>E</b>	<b>A,I</b>
<p>You may also have:</p> <ul style="list-style-type: none"> <li>• An understanding of the values of co-production and participation in research and practice;</li> <li>• Experience of working within youth-focused, arts or NGO settings;</li> <li>• Experience of working with a range of international partners (academics, practitioners, citizens, NGOs) in vulnerable settings;</li> <li>• Experience of coordinating grant management processes;</li> <li>• Experience of developing innovation strategies in complex organisations;</li> <li>• Experience of working in Higher Education;</li> <li>• Ability to use design and editing software for design and print.</li> </ul>	<b>D</b>	

**Essential Requirements** are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

<b>Author</b>	AB	<b>HRBA</b>	PC
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