

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Project Coordinator	Accountable to: Afterall Directors	
Contract Length: Permanent	Hours per week/FTE: 0.4	Weeks per year: 52
Salary: £29,358 - £35,839 pro-rata	Grade: 3	
College/Service: Afterall Research Centre	Location: CSM/King's Cross	

Purpose of Role:

To support the coordination of the Afterall office and its administration based at Central Saint Martins, University of the Arts London and to support the development of the project in liaison with its Directors and institutional research and publishing partners.

Duties and Responsibilities

Based at Afterall Research Centre, Central Saint Martins, University of the Arts London, you will join a team of researchers and editorial staff working on Afterall Journal, One Work, Exhibition Histories, Critical Readers and other projects produced within the Centre. Afterall is a National Portfolio Organisation of Arts Council England and you will be responsible for the following tasks:

Project Management

- Support research and production schedules for Afterall's programme of activity
- Support the coordination of a high-profile annual event and/or exhibition either within CSM or outside the college
- Coordinate launch of specific titles
- Explore the feasibility of new projects and support their initiation, management and production
- Support the securing of research assistants, student interns/placements

Finance and Administration

- Contribute to developing fundraising strategies and writing grant applications
- Prepare agenda and take notes for Office meetings
- Support the preparation of schedules and financial reports for Office and Directors meetings
- Liaise with key institutional partners to support the monitoring and renew of contractual agreements
- Support the monitoring of staff absences, holidays and time keeping by Line Manager
- Regularly submit research project supplier's/author's invoices to CSM Research, Management & Administration (RMA)
- Ensure Afterall's income is paid on schedule, reported to the Project Manager, and properly allocated by RMA to Afterall projects

General

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- To undertake health and safety duties and responsibilities appropriate to the role
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations

Key Working Relationships: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Afterall Research Centre Directors
- Research Management and Administration
- Project Manager

Specific Management Responsibilities

Budgets: n/a **Staff:** n/a **Other** (e.g. accommodation; equipment): n/a

Person Specification	
Specialist Knowledge/ Qualifications	Formal training or education to Masters level or equivalent, with specialist knowledge in a relevant subject (eg. contemporary art/arts administration)
Relevant Experience	Experience in project management, finance and funding administration in an art/art publishing environment, and excellent command of the English language, marketing and event organising
Communication Skills	Communicates effectively orally, in writing and/or using visual media. Knowledge of print and digital publishing desirable
Leadership and Management	Experience of inducting and managing temporary staff, providing instruction in own area of responsibility, supports training and learning
Professional Practice	Contributes to advancing professional practice and staff development
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team or where appropriate across or with different professional groups
Student Experience or Customer Service	Provides a positive and responsive student or customer service.
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems