

Job Description

Job Title	Project Manager (Mapping Futures 2)		
Grade	7	Directorate/Faculty	Engineering, Computing and the Environment
Department	Geography, Geology and the Environment	Reports to	Project Lead / Principal Investigator, Dr Kerry Brown
Direct reports	None	DBS Requirement	None

Job purpose

The Project Manager will provide dedicated project management and administrative support for the NERC-funded *Mapping Futures 2: Reframing Environmental Science Pathways in Further Education* project. The role will support effective coordination across Kingston University and key stakeholders. They will ensure that project activities are planned, documented, monitored and delivered in line with funder and University requirements. The postholder will work closely with the Project Lead, Postdoctoral Researcher and wider project team to coordinate meetings, develop and maintain the project's social media, track milestones and risks, support financial and progress reporting and help organise project activities including workshops and residential fieldwork. The role is fixed-term and linked to the funded project period.

Role & Responsibilities

- Coordinate day-to-day project administration and support delivery across all work packages, ensuring that agreed activities, deadlines and outputs are tracked and progressed.
- Develop and manage project social media content, maintaining an active and consistent online presence to promote project activities, share updates and outputs, and support engagement with partners, stakeholders and wider audiences.
- Organise and service project meetings, including Project Steering Committee meetings, partner meetings and internal project team meetings, preparing agendas, papers, minutes and action logs as required.
- Maintain project management documentation, including work plans, milestone trackers, risk registers, action logs, contact lists and records required for audit, reporting and governance purposes.
- Support communication and coordination between Kingston University and project partners.
- Support the logistical planning of project activities, including recruitment events, creative arts workshops, fieldwork/residential activity, dissemination events and meetings, ensuring that accessibility, safeguarding and health and safety requirements are considered in planning.
- Support the Project Lead with budget monitoring, procurement, travel and subsistence processes, partner payments or invoices and preparation of information required for internal and funder reporting.
- Assist with preparation and collation of monitoring, evaluation and reporting materials.

- Support the project team to maintain appropriate records relating to ethics, data protection, consent processes and project documentation.

General Line Management Responsibilities- if applicable

- n/a

Direct Reports- if applicable

- n/a

General Requirements

All Kingston University Staff are expected to demonstrate and work towards developing the Values Framework:

- **Ambitious:** To pursue excellence for oneself, the University, and our communities
- **Inclusive:** To value the diversity of students and staff, treating them respectfully
- **Innovative:** To apply new methods or ideas to facilitate progress
- **Enterprising:** To recognise and act on opportunities

The postholder must always carry their responsibilities with due regard to our policy, organisation and arrangements for Health and Safety at Work.

It is your responsibility to carry out your duties in line with our EDI policy and strategy and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

You must promote and safeguard the welfare of students/ staff that you are responsible for or come into contact with.

Please note that job descriptions cannot be exhaustive, and the postholder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

Person Specification

Knowledge and Qualifications	Essential	Desirable
Educated to degree level or with equivalent relevant professional experience in project management, research administration, higher education administration or a related field.	x	
Knowledge of social media platforms and digital communication approaches, including content creation, audience engagement, accessibility and effective communication with diverse stakeholders.	x	
Knowledge of project management principles, including planning, milestone tracking, risk management, documentation and reporting.	x	
Understanding of externally funded research or knowledge exchange projects, including the need for funder compliance, accurate records and timely reporting.	x	
Awareness of equality, diversity and inclusion, safeguarding, data protection and ethical considerations relevant to work with young people, FE/community partners and research participants.	x	
Experience or knowledge of UKRI/NERC-funded projects, environmental science, widening participation, Further Education or community-engaged research.		x

Skills & Competencies	Essential	Desirable
Excellent organisational and planning skills, with the ability to manage competing deadlines and maintain accurate project records.	x	
Strong written and verbal communication skills, with the ability to liaise professionally with academic colleagues, professional services staff, external partners and stakeholders.	x	
Ability to develop, create, schedule and manage engaging social media content, communicating project activities, progress and outputs effectively to a range of audiences.	x	
Ability to coordinate meetings and events, including scheduling, agendas, minutes, action tracking and follow-up.	x	
Good attention to detail, with the ability to support budget monitoring, procurement processes and reporting.	x	
Ability to work independently and proactively, escalating issues appropriately and supporting collaborative decision-making.	x	
Competence in Microsoft Office and collaborative digital tools such as Outlook, Teams, SharePoint/OneDrive and Excel.	x	

Ability to work sensitively and professionally in inclusive, youth-facing and community-facing contexts.	x	
Experience of organising workshops, fieldwork, residential activities, dissemination events or partner-facing meetings.		x

Important Working Relationships		
Contact (Who)	Purpose (What)	Frequency
Project Lead / Principal Investigator	Project oversight, priorities, reporting, budget monitoring, risk management and decision-making.	Regular / weekly
Postdoctoral Researcher and wider KU project team	Coordination of work package delivery, meetings, documentation, evaluation activity and outputs.	Regular
FE college partners: Haringey Sixth Form College and Waltham Forest College	Scheduling, recruitment coordination, workshop and fieldwork logistics, safeguarding and communication.	Regular during delivery
The Selby Trust and Field Studies Council	Community engagement, partner coordination, fieldwork/residential planning and event logistics.	Regular during planning and delivery
Kingston University Research and Innovation, Finance, HR, Ethics and Safeguarding teams	Compliance, reporting, recruitment, procurement, finance, ethics, data governance and safeguarding processes.	As required
External stakeholders	Project activity logistics, communications, events and dissemination support, within agreed safeguarding and communication protocols.	As required