

Person Specification

Project Co-ordinator (Research)

Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Proven experience of promoting public engagement with research
- Demonstrable experience of project co-ordination of complex projects
- Evidence of understanding of research methodologies used in a University environment
- Demonstrable experience of audience focused working methods
- Proven experience of broadening audiences for museums and galleries
- Experience of producing accessible content
- Demonstrable understanding of the Research Excellence Framework and Impact Case Studies.
- Experience of co-ordinating stakeholder relationships and facilitating research partnerships.
- Experience of writing and/ or supporting successful funding bids.
- Knowledge of evaluation and monitoring tools and techniques
- A creative approach to research engagement planning and delivery
- Excellent organisational skills.
- Excellent team worker.
- Confident and able to relate well to people, with excellent communication skills.
- Understanding of the potential and role of museums and galleries in society
- Highly motivated, target-driven and able to work in an accountable system and to deadlines.

Desirable

- Demonstrable understanding of Newcastle University strategic priorities.
- Experience in advocacy and stakeholder management within the University sector.
- Direct experience of supporting university Impact case studies.
- Good knowledge of University outreach and recruitment strategy and practice.
- Well networked with Higher Education Providers and / or Newcastle University.
- Understanding of UKRI's Higher Education Museums & Galleries Fund

Part B

The following criteria will be further explored at the interview stage:

- Experience of promoting public engagement with research in a Higher Education context.
- Demonstrable understanding of the Research Excellence Framework
- Experience of co-ordinating stakeholder relationships and facilitating research partnerships
- Demonstrable experience of audience focused working methods
- Commitment to broadening audiences for museums and galleries.
- Confident and able to relate well to people, with good communication skills.

Additional Requirements

- The role will require the post holder to work on occasion outside of normal working hours; some evenings and weekends to meet operational requirements and support delivery of events
- The role will require the post holder to travel to other TWAM venues as required and on occasion to other locations within the North East and beyond