

Job Description

Directorate: Tyne and Wear Archives and Museums

Division: Central Services

Post Title: Project Co-ordinator AA853

Evaluation: 479 Points **Grade:** N6

Responsible to: Project Manager

Responsible for: Staff as allocated

Job Purpose: This is a generic job description which should be read in conjunction with the project summary attached.

To plan and co-ordinate the work of the project team reporting to the project manager and the project steering group to ensure that the project is delivered on target and to the required technical standards, producing high quality deliverables.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 Planning and implementing the project in association with the project manager and steering group members.
- 2 Management and training of all project team members and coaching of staff in all aspects of the post as appropriate.
- 3 Liaising with TWAM staff and others to ensure quality of project content and to develop the creative content of the project.
- 4 Liaison with organisations and other agencies including community groups as required; and development of effective partnerships
- 5 Monitoring of the project budget and of project performance indicators and preparation of progress reports to the Steering group and assistance in the preparation of reports to TWAM Joint Committee and other organisations as appropriate
- 6 Collect, maintain and develop up-to-date information about the project in electronic and other formats.
- 7 Disseminate information about the project in an appropriate way to selected audiences.

- 8 Liaising with TWAM Volunteer Co-ordinator to ensure a quality experience and support for volunteer staff as appropriate.
- 9 Promoting the project to users and stakeholders.
- 10 Work directly with individuals and members of groups to support outreach activities and facilitate learning.
- 11 Maintain a record of the project process that can be matched with the original plan and used to inform TWAM management of future similar projects.
- 12 Co-ordinate dissemination of information about project outcomes by producing reports and articles in the appropriate channels and through presentations at appropriate events.
- 13 Establish and maintain an assessment of risk throughout the duration of the project.
- 14 Monitor progress of tasks, expenditure, staff effort and report on variances to plan and refine and adjust the project plan as necessary to keep it on track.
- 15 Evaluate the project in line with agreed guidelines.
- 16 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
- 17 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.

June 2008