

Job Title:	Christmas Lectures Project Coordinator
Date:	January 2025
Accountable to:	Christmas Lectures Project Manager
Location:	21 Albemarle Street with some home/remote working
Contract type:	Part-time 0.8 FTE (28 hours/week) - Fixed term contract 1 April 2025 to 31 January 2026 - Requests for flexible or full-time patterns will be considered
Salary:	c. £28,500 per annum pro-rate for the length of the contract

Job Purpose

You will join our Programmes team to help deliver our annual CHRISTMAS LECTURES programme. The programme comprises a series of events, activities and resources aimed at the 11 to 17-year-old target audience culminating in a series of demonstration-filled lectures filmed in partnership with the BBC. You will work closely with our Project Manager on a wide range of tasks that ensure the programme's activities are engaging, informative and awe-inspiring (and safe!).

Main responsibilities of the role

- Work closely with the Project Manager to coordinate the planning and production of the filmed lectures
- Liaise with production team members, Youth Summit partners, livestream hosts, subcontractors, guests and colleagues
- Develop and collate guidelines for hands-on activities for use by families at home and during livestreamed filming
- Support the delivery of Youth Summits* held at the Ri and at partner venues
- Coordinate the development by colleagues or external partners of learning resources for schools
- Produce and maintain schedules, scripts, kit lists, meeting notes, action lists and other project management documentation
- Assist with the sourcing, maintenance, storage, retrieval and preparation of kit, consumables and printed materials
- Collect information and data for impact evaluation and for archiving

General responsibilities applicable to all staff

- Understand and support the Ri strategy including the Ri vision, mission and aims
- Promote the Ri values and encourage team working and effective communication with colleagues
- Help achieve EDIA goals across the organisation and promote diversity and inclusion at the Ri
- Act as a representative of the Ri and deal with Ri customers, stakeholders and the public in a professional manner
- Maintain awareness of your own and others' Health and Safety, and comply with the Ri's Health and Safety policy
- Comply with and champion the Ri financial and other policies and practices including Health & Safety, Safeguarding and GDPR
- Undertake other responsibilities as may be reasonably requested of your post.

Person Specification

Skills, experience and knowledge	
Essential (E) Desirable (D)	
• Experience of working on events or activities aimed at public audiences	E
• Experience of delivering complex high-impact projects successfully, on-time and on-budget	E
• Excellent administration and organisational skills	E
• Good verbal and written communication skills, with an ability to adapt to difference audiences	E
• Experience of working effectively with multiple stakeholder groups	E
• Good working knowledge of Microsoft Office (some or all of: Outlook, Word, Excel, SharePoint and Teams)	E
• Knowledge or experience of project management techniques or systems	D
• Experience of working in TV or event production	D
• Experience of working with schools, families or young people	D
• Experience of using Salesforce or other CRM packages	D
Qualifications	
• GCSE Maths and English grade A-C or equivalent	E
Personal Attributes	
• Good interpersonal skills with proven ability to work collaboratively	E
• Common sense, an ability to find pragmatic solutions and adapt to changing situations	E
• Ability to communicate clearly and concisely with strong attention to detail	E
• Positive "can do" attitude and willingness to support others where needed	E
• Proven ability to multi-task and to thrive in a fast-paced environment	E
• Committed to the principles of equality, diversity, inclusion and accessibility	E
• An understanding of the Ri's mission and activities	D

Notes:

*The Youth Summit is where Sixth form and college students from around the UK learn, discuss and critically examine the topic of this year's CHRISTMAS LECTURES

This job description will be subject to review in the light of changing circumstances and is not intended to be rigid or inflexible but should be regarded as providing guidelines and accountabilities within which the individual works.

Some evening and weekend working will be needed, and we operate a TOIL (time off in lieu) policy. There will be occasional travel within the UK.