Research Projects Coordinator

Rate of pay - £14.22 per hour

21st March until 31st July 2022

This assignment will be conducted through the University of Cambridge Temporary Employment Service and will be based and managed within the Fitzwilliam Museum.

Assignment until 31 July 2022 to cover position until filled permanently.

CLOSING DATE: 9 March 2022

ONLINE INTERVIEW DATE: 16 March 2022

METHOD OF APPLICATION: Please email hr@fitzmuseum.cam.ac.uk by 9am on Wednesday 9th March with:

(1) A letter of interest in support of your application,
(2) A brief CV,
(3) The name of two referees (including email address and phone number)

The Fitzwilliam Museum is looking for a Projects Coordinator to provide administrative support to the Fitzwilliam Museum’s Research Facilitator, to support the delivery of the Museum’s Research & Impact Strategy. This will involve contributing to the timely and high-quality delivery of research grant applications and the post-award management of research projects. The assignment holder will lead on updating internal and external web pages. They will monitor project milestones, deadlines and deliverables, using collaborative documents and spreadsheets (usually Google Suite). They will lead on the collection of research data from colleagues across the Museum in support of end of project reporting and applications for research funding. They will also coordinate and support internal and external research events, including workshops and study days. They will undertake financial administration including monitoring expenditure against budgets.

The assignment is suited to candidates who have experience in an administrative role, particularly those with experience in a museum or higher education institution. The assignment holder will need to be able to work independently, be an experienced and confident user of Excel/Google Sheets, Powerpoint/Sheets and Word/Google Docs. The assignment holder should also have demonstrable experience of updating web pages, as this will be a key function of the assignment. The assignment holder should have excellent planning, organisational, interpersonal and communication skills. They should also have a flexible approach with a ‘can do’ attitude, and be able to work collaboratively, openly and honestly with peers and colleagues. They must have excellent attention to detail, a willingness to undertake a wide range of tasks, and an adherence to equal opportunities, and commitment to diversity in the workplace.

This role is a part-time hybrid role (around 0.5FTE). The exact days/times to be worked, and the split of working onsite and from home, are flexible and would be discussed with the successful applicant. There may also be potential for additional hours.

Further information about the Fitzwilliam Museum and its collections can be found at https://www.fitzmuseum.cam.ac.uk/

Informal enquiries are welcomed: please email Dr Jo Vine on jrv31@cam.ac.uk
The University of Cambridge is committed in its pursuit of academic excellence to equality of opportunity and to a proactive and inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture, and values diversity. We believe that diversity strengthens and enriches us, and are committed to helping to make the arts and cultural sector a more diverse and equal place. To this end we are actively seeking to diversify our staff and would particularly welcome applications from women and those from Black, Asian and Minority Ethnic background, and people with disabilities. If you wish to self-identify, please do so in your personal statement.

The University has a responsibility to ensure that all employees are eligible to live and work in the UK.

Once an offer of employment has been accepted, the successful candidate will be required to undergo a basic disclosure (criminal records) check and a Security check. Offers of work will be conditional upon the satisfactory outcome of a Security check. Whether an outcome is satisfactory will be determined by the University. The assignment-holder will start the assignment as soon as the above checks have been carried out.