**JOB DESCRIPTION**

*Project Co-ordinator*

**Vacancy Ref: N1697**

| Job Title: | Project Co-ordinator |
| Present Grade: | 5 |

| Department/College: | Educational Research |
| Directly responsible to: | Dr Jo Warin |
| Supervisory responsibility for: | N/a |

**Other contacts**

- **Internal:** Academic staff, Admin Staff, Technical Staff, Finance Staff, FASS Staff, Catering Staff, Conference Office Staff, in the Department of Educational Research and the University as a whole.

- **External:** Academic staff at Universities in the UK and worldwide, key stakeholders within the Early Years Education sector such as Managers of preschools, Admin Staff, Conference organisers, Hotels.

**Major Duties:**

1. To manage the project finances, and oversee the budget, managing expenses claims and procurement of services such as transcription, and purchasing equipment.

2. To plan and arrange conferences including the initial Norway Knowledge Exchange conference and the End-of-Project conference, liaising with academic and support staff both internal and external to the University.

3. To coordinate travel and accommodation for project members, including overseas travel and events, liaising with the central university travel team and project contacts in Norway.

4. To organise video conferences and online participation of external participants at steering groups, project meetings, and case study meetings, including the set up and supervision of the system on the occasion.

5. To coordinate the confidential transcription of project interview recordings, and managing confidential storage of transcriptions.

6. To handle project data, on Sharepoint and Box, and keeping records on excel.

7. To take minutes during project meetings and steering groups.

8. To publicise the project, supporting Dr Jeremy Davies.

9. Any other duties as may reasonably be required by Dr Jo Warin and Dr Jeremy Davies and other academic members of the research project team, consistent with the grade of the post.