

**JOB DESCRIPTION**  
**Project Coordinator (ASN Project)**

**Vacancy Ref: N2690**

<b>Job Title:</b> Project Coordinator (Additional Student Numbers Project)	<b>Present Grade:</b> 5
<b>Department/College:</b> Lancaster Medical School	
<b>Directly responsible to:</b> ASN Project Manager	
<b>Supervisory responsibility for:</b> N/A	
<p><b>Other contacts</b></p> <p><b>Internal:</b>  The post-holder is required to liaise with and coordinate activities with a number of internal staff and students:</p> <ul style="list-style-type: none"> <li>• Lancaster Medical School academic and administrative staff</li> <li>• Undergraduate medical students across all year groups</li> <li>• Faculty of Health and Medicine staff</li> <li>• Other University Departments including Finance, Library and ISS, Print-Unit, Facilities and Hospitality, Central Administration, Student Base</li> </ul> <p><b>External:</b>  Clinical and Administrative staff at the NHS in particular University Hospitals of Morecambe Bay, East Lancashire Teaching Hospitals, Blackpool Teaching Hospitals, Cumbria Partnership NHS Trust and Lancashire Care NHS Trust, IT platform providers</p>	
<p><b>Major Duties:</b>  The post holder will work in collaboration with the Project Manager, the Programme Officer other Undergraduate Coordinators, the School Manager, the Director of Medical Studies, Year Leads, Quality Manager and external teaching staff to support the additional medical student numbers (ASN) as they progress and embed into the MBChB Programme.</p> <p>The core activities of the post holder include:</p> <ul style="list-style-type: none"> <li>• In collaboration with Project Manager and the Director of Medical Studies, the post holder will be responsible for coordinating all aspects of the ASN project including project meetings, timetabling, placement capacity and roll out.</li> <li>• Responsible for servicing all internal and external project meeting including setting meetings, arranging room bookings, minuting and setting and following up on action points.</li> <li>• In collaboration with Project Manager, support proactive horizon scanning as the cohort progresses through the programme.</li> <li>• To coordinate and assist with detailed annual project reviews, so that recommendations can be made for improvements to student experience and outcomes.</li> <li>• Liaise with the wider project team to assist in providing reports related to external funding associated with the MBChB programme.</li> <li>• Responsible for coordinating student involvement in the project's aims and outcomes.</li> <li>• To oversee the administration of Moodle, ensuring appropriate testing and information is up to date.</li> <li>• To monitor, review and coordinate improvement work for IT infrastructure project work relating to the ASN. To include the e-portfolio, e-learning for health care, SCRIPT and online teaching platforms.</li> <li>• To support the Undergraduate Coordinators with all aspects of the project.</li> </ul> <p>Further activities for the post holder:</p> <ul style="list-style-type: none"> <li>• To provide cover for other members of the professional services team during busy periods and holiday times.</li> <li>• To undertake any necessary training and development.</li> <li>• To carry out any other duties appropriate to the grade as required by the Head of School or nominee.</li> </ul>	