

**JOB DESCRIPTION**

Aqueous Futures Project Coordinator

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| **Job Title:** Aqueous Futures Project Coordinator | **Present Grade:** 5 |
| **Department/College:** Lancaster Institute of Contemporary Arts |
| **Directly responsible to:** Aqueous Futures Principal Investigator  |
| **Supervisory responsibility for:** N/A |
| **Other contacts**  |
| **Internal:** Academic staff, Imagination Professional Services Team, Faculty Finance, LICA Professional Services Team, Lancaster University academic colleagues external to LICA, People and Organisational Effectiveness (HR), University Press Office, Research and Enterprise Services.  |
| **External:** Collaborative research partners from external HEIs, non-academic partners, visiting academics, Research England. |
| **Major Duties:**Under the supervision of the Principal Investigator, the Aqueous Futures Project Coordinatorwill be responsible for the following:* Day-to-day management and planning, organising and implementation of collaborative research activities including meetings, workshops, and regional travel (North Lancashire and South Lakes).
* Coordination of international and in-country travel for the UK project team, and guests invited to the symposium.
* Development, support and nurturing of relationships with project partners and key stakeholders, acting as a central point of contact and overseeing project-wide relationship management.
* Coordinating and supporting the facilitation of project events including meetings, workshops, field visits, and a symposium.
* Coordination, monitoring, contributing content and updating of the project website and other social media outlets, including evidence of impact.
* Ensuring consistent, clear communication of project aims and activities to external partners and other stakeholder groups, and dissemination of project activities both internally and externally.
* Management and coordination for the production of project reports, symposium proceedings and other publications.
* Monitoring of the project budget, overseeing the use of resources and logistics.
* Supporting the project in other ways as reasonably required.
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