

**JOB DESCRIPTION**

Project Coordinator , **The Future of Human Reproduction (PPR)**

**Vacancy Ref:** Click here to enter text.

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| **Job Title:** Project Coordinator (The Future of Human Reproduction) | **Present Grade:** 5S |
| **Department/College:** PPR |
| **Directly responsible to:** Partnership and Communications Manager (The Future of Human Reproduction) |
| **Supervisory responsibility for:** Occasionally temporary administrative support staff |
| **Other contacts**  |
| **Internal:** Members of The Future of Human Reproduction research team; The Future of Human Reproduction Partnership and Communications Manager, the Programme Oversight Group; Procurement; Research and Enterprise Services; People and Organisational Effectiveness (HR); University Press Office; Faculty Office; Departmental Officers of all involved departments; Faculty Finance. |
| **External:** Wellcome; stakeholders and partners from academia, health and social services, professional and regulatory bodies, policymakers and think-tanks, local and national government, members of the public engaging with project activities; Expert Advisory Group; recipients of funding via The Future of Human Reproduction grant schemes. |
| **Major Duties:**Under the supervision of the Partnership and Communications Manager, and working closely with The Future of Human Reproduction Principal Investigator and research team, the Project Coordinator will be responsible for the following: * Contributing to the effective day-to-day running of The Future of Human Reproduction programme, including developing project plans and timetables, contributing to meetings, assisting with events, website and social media, and supporting ongoing delivery.
* Supporting the project team with administrative tasks, including planning meetings, arranging travel and overnight accommodation.
* Coordinating and supporting the facilitation of project meetings and events (e.g. workshops, seminars, conferences) including booking venues, catering, organising programmes and agendas, preparation of papers, minuting discussions, and dissemination of materials after the event.
* Assisting with production of documentation required for project management, dissemination of research findings, external engagement, and research impact supervised by the Partnership and Communications Manager and project team.
* Organising and maintaining project documentation, ensuring effective systems and access by the project team.
* Supporting and nurturing relationships with project partners and key stakeholders, including recipients of awards from The Future of Human Reproduction grant schemes.
* Monitoring and updating the project website and other social media outlets with the support of the Partnership and Communications Manager.
* Monitoring of the non-pay budget, raising purchase orders, travel claims and arranging for the payment of invoices.
* Undertaking any other duties appropriate to the grade of the post, as reasonably required by the Principal Investigator or Partnership and Communications Manager. Where capacity allows, this may include providing support to associated research, impact, and engagement activities in other parts of the Department or Faculty.
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