



Core job information			
Job Title	'Living With Feeling' Project Manager		
Dept./School/Inst.	History	Section/Centre/Unit	Centre for the History of the Emotions
Reports to (job title)	Project P.I. (Dr Thomas Dixon)	Current location	History

Job purpose *(Why does the job exist? What is it there to achieve or deliver?)*

To co-ordinate and support the activities of the research team working on 'Living With Feeling: Emotional Health in History, Philosophy, and Experience' – a five-year, interdisciplinary project involving several connected strands of academic research and public engagement, funded by a Humanities and Social Science Collaborative Award from the Wellcome Trust. The Project Manager will work with the Principal Investigator, and alongside the rest of the project team, to ensure the successful planning, delivery and promotion of project activities. They will also be responsible for financial administration, record-keeping, and reporting on the work undertaken for the 'Living With Feeling' award.

Knowledge, Skills & Experience *(work experience, qualifications, specialist training, key skills, disposition)*

	Requirements	Essential/Desirable
Qualifications	Undergraduate degree Postgraduate degree in a relevant discipline	Essential Desirable
Experience	Experience organising large-scale events such as public lectures, seminars and conferences. Experience supporting public engagement activities. Experience undertaking administrative work in a university context, or in a comparable large organisation. Experience working with research projects funded by the Wellcome Trust or other major academic funder.	Essential Essential Essential Desirable
Knowledge, skills & abilities	Knowledge and understanding of the academic fields of the history of emotions and/or the medical humanities. Knowledge and understanding of public engagement in the arts, sciences, or both. Proficiency using WordPress to edit and maintain blog and website.	Essential Essential Desirable
Attitude & disposition	Ability to work independently and efficiently Clear, professional and prompt email communication	Essential Essential
Other circumstances		

Main Duties and Responsibilities of the Role

Supporting the Principal Investigator and project team in planning and delivering the research, events, and outputs of the 'Living With Feeling' project.

Taking the lead in making logistical arrangements for all events.

Liaising with relevant administrative and academic staff to ensure the smooth administration of financial matters such as organising expense payments, and keeping track of monthly expenditure, including acquiring training in financial software.

Serving as first point of contact for project collaborators and our senior advisory panel, as well as fielding general enquiries about the Centre and the project.

Taking initiative in maintaining contact with existing project collaborators and suggesting possible new collaborations or initiatives in line with the aims of the 'Living With Feeling' project.

Keeping the Centre's website up-to-date.

Producing agendas and minutes for monthly project meetings.

Co-ordinating the production of an annual report for the 'Living With Feeling' project.

Working Environment *(knowledge of special working practices, breadth of management skill required, customer impact, responsibility, efficiency)*

Organise and resolve most issues independently.

Communicate clearly and efficiently with the project P.I. and research team, by email and in person.

Freedom to Act & Decision Making *(depth of control, supervision received, use of judgement & initiative, analytical ability)*

Organise both internal and external events; booking rooms and catering as required; co-ordinating diaries and fixing dates; and publicising events as appropriate.

Apply a thorough understanding of the academic and engagement work of the project in order both to take initiative in planning and publicising the project's activities

Take initiative in keeping project P.I. up to date, and communicating clearly as necessary with other members of the team.

Plan and prioritise activities in response to the project P.I.'s general instructions

Communication & Networking *(liaison with others, type and level of communications)*

Build good working relationships both internally and externally.

Liaise effectively with academic and administrative staff elsewhere in QMUL, including the School of History, Public Engagement team, Catering Services, Research Grants, and PR and Communications.

Liaise effectively with staff at the Wellcome Trust and other funding bodies.

Maintain the Centre's website and email list, as well as lists of international collaborators, possible PhD and post-doc applicants, and potential visiting scholars.

Finance/Resource Management *(budgeting, forecasting)*

Keep records of all financial transactions related to the project.

Review expenditure monthly with the project P.I.

Co-ordinate financial transactions (e.g. expenses payments, purchases, invoices), in consultation with the project P.I.

Liaise with finance staff in the School of History and Research Grants to ensure efficient running of finances.

People Management *(supervisory responsibility, human relations skills)*

Operate as an individual organising and planning own work activities

Enlist volunteers (e.g. post-docs, postgraduate students, as well as other members of the project team) to help with the planning and running of particular events

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Organisation Chart

The Project Manager will report directly to the Project P.I.