



Candidate Information

Position:	Project Manager - Community Archaeology Programme NI (CAPNI) Development Phase
School/Department:	School of Natural and Built Environment
Reference:	22/110240
Closing Date:	Monday 3 October 2022
Salary:	£35,333 per annum
Anticipated Interview Date:	Thursday 20 October 2022
Duration:	Full-time until 31 July 2023 with a further 3 years at 0.5 FTE subject to funding for delivery phase being approved.

JOB PURPOSE:

The principal purpose of this role is to develop and lead the delivery of the Community Archaeology Programme Northern Ireland (CAPNI), working alongside members of the Centre for Community Archaeology (CCA) and QUB support staff in a programme funded by the National Lottery Heritage Fund (NLHF).

CAPNI project aims to inspire and engage diverse communities across NI with their local archaeological heritage through a range of outreach activities designed to enable the public to learn about, appreciate and participate in archaeological fieldwork and other activities. We aim to connect with new audiences, including those who have had limited opportunities to engage with this type of heritage, in a way that meets diverse needs and removes barriers.

The Project Manager will:

- lead the financial and logistical management of CAPNI, alongside the CCA Co-Directors and the Project Steering Group (PSG);
- represent CAPNI at meetings and consultations with community, heritage and health groups and organisations;
- manage all aspects of the Development Phase, working independently and/or under the guidance and direction of the CCA Co-Directors and the PSG;
- appoint and work with an Evaluation Consultant and a Community Engagement Consultant in their interaction with community, heritage and health groups and organisations and in the development of the programme's Stakeholders Forum.

MAJOR DUTIES:

1. Coordinate all aspects of the CAPNI Development Phase including ensuring that all Delivery Phase supporting documents are produced to support the submission of a high quality Delivery Phase application.
2. Provide administrative support to the CCA Co-Directors in the day-to-day management duties associated with the running of the CAPNI Development Phase and to deputise for the CCA Co-Directors, representing and leading CAPNI meetings with community, heritage and health groups and organisations when required.
3. Reporting on CAPNI at progress and project meetings with the Project Steering Group and to the National Lottery Heritage Fund.
4. The compilation of activity reports for the PSG; organisation of monthly project meetings with the PSG; hold responsibility for the creation and maintenance of project archive.
5. Manage multiple partners and stakeholder relationships throughout the Development Phase; assist in the establishment of a Stakeholders Forum from community, heritage and health groups and organisations; and undertake the organisation and delivery of four Stakeholder Forum consultation meetings (September 2022, October 2022, November 2022 & January 2023), with face-to-face and online elements, at four locations in Northern Ireland (Derry-Londonderry, Enniskillen, Ballymena, Downpatrick).
6. Manage all procurement exercises as required within the Development Phase plan, ensuring that all suppliers are appointed in line with NLHF and QUB requirements.
7. Assist the PSG with the appointment process of an Evaluation Consultant to support the development of an evaluation plan for the programme. Assist the PSG with the appointment process of a Community Engagement Consultant to facilitate consultation with groups and organisations ensuring that the programme meets the needs and interests of the Stakeholders Forum.

8. Work closely with the QUB Development & Alumni Relations Office, QUB Finance, and NLHF to ensure grant claims and progress reports are prepared and the Development Phase is delivered within budget. Oversee spending in line with agreed budgets, and prepare financial reports to track spend.
9. Review and update project budget based on engagement plans prepared during Development Phase. Prepare detailed cash flow forecasts and budget breakdown and establish a claim schedule. Assist the CCA Co-Directors in the monitoring and management of all CAPNI budgets.
10. Working with the CCA Co-Directors organise and coordinate student volunteer activity and embed project activities within the Degree Plus accreditation.
11. Comply with health, safety and welfare procedures affecting self and others.
12. Organise publicity and ensure social media and web pages are up-to-date.
13. Carry out such other duties which are appropriate to the post as may be reasonably requested by the CCA Co-Directors.

ESSENTIAL CRITERIA:

1. Degree in a relevant heritage discipline (such as Archaeology, History, Geography, or Anthropology).
2. Proven project management skills and financial management experience.
3. Demonstrable experience of delivering and coordinating funded projects within the heritage sector.
4. Demonstrable experience of working collaboratively with a range of stakeholders.
5. Excellent IT skills, with proficiency in Microsoft Office 365 (Outlook, Word, Excel, PowerPoint, Teams).
6. Excellent verbal and written communication and interpersonal skills.
7. Demonstrable ability to work on own initiative, as part of a small team, or as a project leader.
8. Ability and willingness to work outside traditional working hours when needed.
9. Full driving licence.

DESIRABLE CRITERIA:

1. First Aid qualification (eg: St John Ambulance First Aid at Work).
2. Experience of archaeological fieldwork, including knowledge of archaeological excavation and surveying techniques, and the management involved in archaeological fieldwork programmes.
3. Experience of working with Virtual Learning Environment (VLE) platforms such as CANVAS.