

JOB DESCRIPTION



Job title: Project Co-ordinator
Division/department: Projects
Reporting to: Client Project Manager

FuturePlan

FuturePlan is a programme of capital works that are reinventing the V&A, putting design and making at the heart of all our spaces. The most innovative new designers are working with and for our audiences to create environments that fire the imagination and foster ingenuity.

The Projects Department is responsible for developing, managing and delivering these initiatives, working with colleagues across the museum to realise an exciting vision for its future. As we move into an era of declining art and design education, and increasing cultural deprivation among the poorest parts of our society, the V&A is committed to providing a rich source of learning and inspiration for everyone. At the heart of this are the capital projects. Innovative displays transform access to the collections, while new and improved facilities allow visitors to make the most of their time at the museum. We are now looking for a project coordinator to join our team, to support the successful completion of a major initiative at our site in Bethnal Green, the Museum of Childhood.

Originally part of the South Kensington Museum, the buildings at Bethnal Green have remained largely unchanged in the 150 years since they were moved wholesale to the East End. Having relaunched in the 1970s as the 'Museum of Childhood', this stunning and enormously popular institution has undergone only one major architectural intervention, in 2006, when an extension was added to the front. A project is now underway to completely transform the interiors across the whole museum, and to re-landscape the area to the front. We are therefore looking for a project coordinator to join our team, and to support the successful completion of these works, due to conclude in June 2022 (the 150th anniversary of the museum's opening).

The design and delivery strategies for the MoC project represent a new approach for the museum, based on principles of inclusivity, co-design and human centred thinking. It is likely, therefore, that the whole project team will find themselves collaborating with colleagues working on other projects or in other areas, to ensure the benefits and lessons learned are shared and fully embedded across the organisation.

MoC project team

A wide team of V&A staff are involved in delivering this major project, along with a body of consultants, some of whom are yet to be appointed.

The Director of Design and FuturePlan is Project Director, working with the Director of Learning and National Programmes as Senior Responsible Owner as the key stakeholders and decision makers. The Client Project Manager acts as a point of contact for all consultants, and is responsible for the day to day management of design and build, ensuring everything runs on time and to budget. These project representatives report in to a Steering Group, comprising the Museum Director and other key members of the Executive Board, for monitoring and strategic decision making.

Purpose of the job

The Project Co-ordinator supports the Client Project Manager in organising all museum activities necessary to drive the project forward, as well as managing discrete work and procurement packages, and undertaking administrative duties including meeting arrangements, minute-taking and record keeping. The role is enormously varied, and will involve stakeholder management at all levels, both internal and external, as well as logistics, finance management and planning for operational handover of the new spaces.

Key responsibilities

1. Work with the Client Project Manager, Project Director, Senior Responsible Owner and Curatorial Concept team to help them develop content and decant/installation plans; manage the object list and ensure key information is provided efficiently to relevant team members.
2. Maintain project files and associated documentation, to ensure all information is up to date and easily accessible.
3. Effectively communicate with the project stakeholders, helping to secure their support and contributions to the project; organise and coordinate the project including ensuring that the wider museum is kept well informed of progress and is consulted as appropriate.
4. Contribute to the development and upkeep of V&A policy and FuturePlan guideline documents (Security, Environment/Sustainability, IT/AV, Access etc.); ensuring that they are implemented as appropriate in all FuturePlan projects.
5. Coordination of all aspects of the project operational functions, including the formation and operation of a high-performing and efficient project office to ensure the project delivery lifecycle is adhered to.
6. Manage and contribute to the regular project reporting systems, including the MoC Steering Group, FuturePlan Steering Group and Building Strategy Committee, as required.
7. Manage the change process and associated documentation to support the wider project team in decision making and communication.
8. Support decanting and object installation programmes; liaising with the all the relevant colleagues from Curatorial sections and the Collections Services Division.
9. Support the planning and monitoring of the Photography, Conservation and Technical Services programmes; ensuring the project and its processes are fully documented.
10. Be responsible for the administration of any meetings including arranging and minuting meetings.
11. Identify, schedule and co-ordinate all Museum operations instrumental to the delivery of MoC.
12. Ensure the efficient and comprehensive handover of the project to the Estates Team or other relevant Sections on completion.
13. Implement, in consultation with the Project Director and Client Project Manager, the appropriate project evaluation processes.

14. Arrange and manage access to site when necessary, for consultants, colleagues, donors and other stakeholders.
15. Be committed to health and safety and ensure familiarity with all of the Museum's health and safety policies and procedures.
16. Promote equality and diversity in all aspects of your work by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and with respect/dignity and actively contributing to developments that support the museum's strategy for widening access, inclusion and diversity.
17. Be security conscious, ensure familiarity and co-operation with all museum security procedures and ensure you wear a security pass at all times when on museum premises.
18. Carry out ad hoc duties as requested by appropriate reporting officer.

PERSON SPECIFICATION

Essential criteria

1. Experience of project work, with excellent understanding of project management and the ability to co-ordinate many complex tasks within tight time-scales, whilst attending to complex detail.
2. A good understanding of the way buildings' projects are delivered, with experience of dealing with designers, architects, contractors, suppliers and external consultants.
3. Excellent communication & presentation skills, with ability to express complicated ideas simply, appropriately and succinctly to a variety of people using a number of different communication tools and methods.
4. An advanced level of competence in MS Word, MS Excel and MS Project.
5. Ability to work across a large number of disciplines within a multi-functional division, taking account of the different needs of teams across the institution.
6. Ability to build effective relationships with a wide range of stakeholders, both across the Museum and with external consultant team members. Persuasion, influencing, negotiating and conflict resolution skills are required to secure ongoing commitment and motivation.
7. An excellent team player, with ability to generate ideas and drive projects forward whilst being inclusive and maximising the talents of others in the team or involved in the project.
8. A good visual sense and awareness of design criteria.
9. An advanced practical understanding of health & safety, preferably with knowledge of specialist areas such as CDM regulations.
10. Able to coordinate the management of budgets and resources to ensure that projects meet expenditure targets.

11. An interest in and commitment to the work of the V&A.

Desirable criteria

1. A postgraduate qualification in a museum-related or management discipline.
2. Experience of architectural projects.

OTHER INFORMATION

Hours/Salary:

Net working hours (i.e. excluding meal breaks) are 36 per week.

The salary for this role will be £32,594 - £39,178. Salaries are reviewed on an annual basis.

Annual leave:

28 days plus 8 days public holidays

Pension benefits:

You will be auto enrolled into the Museum's Group Personal Pension Scheme and have the opportunity on completion of Probation to an enhanced pension provision, including an employer contribution of 10%.

Other benefits:

Non-contributory life assurance policy (to value of 4 x annual salary)

An interest free season ticket or bicycle loan is available after three months.

Free entrance to all the major museums and exhibitions in London as well as many others.

Subsidised staff restaurant

Discounts on purchases in V&A shops

Application process:

Please apply online via the V&A's website at www.vam.ac.uk/jobs

If you are having technical difficulties applying online, please use the online chat functionality which can be found on the bottom right hand side of the form. Alternatively, you can contact **Vacancy Filler** directly on **01509 236434**, and quote the role reference number and your application number (if known). Please note, Vacancy Filler are contactable, Monday – Friday between 9.00am – 5.00pm.

If you have any queries regarding the role and/or the V&A's recruitment process, you can email us – contacthr@vam.ac.uk or telephone us on 020 7942 2937 (Working hours Monday – Friday 9.00am – 5.00pm).

Closing date for receipt of applications is 10am on Friday, 28 September 2018.

Interview expenses will not be paid unless there is a prior agreement.