



Job Description - Engagement Project Manager

Job Title:	Senior Principal - Engagement Project Manager
Department:	Research and Engagement; Audience team
Salary:	MOLA Grade 1.b1
Hours:	37.5hours per week, working pattern as agreed.
Location:	London
Duration:	Permanent
Responsible to:	Head of Audience Engagement
Responsible for:	The role will eventually line manage a minimum of 2 direct reports in the Engagement team.
Overall Job Purpose:	<p>The primary purpose of the role is to design, manage and oversee the delivery of high quality, thought provoking engagement events and outputs around MOLA projects, including developer-funded archaeology, academic research projects, and grant funded programmes.</p> <p>The varied day-to-day work of this role will involve designing, costing, planning and resourcing a variety of different types of engagement work including events, citizen science projects, and digital assets and outputs in liaison with MOLA clients and stakeholders, external agencies and contractors, and our sector-leading Field, Research, Engagement, and Communications teams.</p> <p>In addition, the role has a business development aspect to it, working to develop creative new engagement outputs and activities in collaboration with clients, alongside colleagues across the organisation, and drive these from concept to delivery.</p>
Key Result areas:	<p>Leadership, Process and People Management</p> <ul style="list-style-type: none"> To motivate, inspire and manage multi-disciplinary project teams to carry out thoughtful, focused work, procuring services from all MOLA divisions and externally as required; To represent MOLA in a range of areas including with key clients and the public, heritage organisations and local authorities as required; To line-manage assigned Engagement POs and Senior Archs as part of the Research and Engagement Division's management team; To work collaboratively with internal and external contacts to continually develop MOLA processes ensuring they support our reputation and future competitiveness. <p>Creative Project Design</p> <ul style="list-style-type: none"> To think creatively about how to deliver meaningful impact for our audiences;

	<ul style="list-style-type: none"> • To keep up to date with current best practice in engagement; • To write engaging and high quality copy to ‘sell’ our proposals and to inspire our teams and the public. <p>Business Planning</p> <ul style="list-style-type: none"> • To work toward the achievement of specific business objectives, and ensure that projects for which you are responsible support the achievement of the MOLA business plan including strategic goals for the growth of engagement activity; • To ensure that tenders and project proposals are costed and planned to meet defined academic, technical, programme and quality standards; budget and impact targets. <p>New Business</p> <ul style="list-style-type: none"> • To work as part of the Engagement team and fundraising and business development team on strengthening existing relationships and developing new networks of clients, funders, and community stakeholders; • To contribute to the development of projects where impact is considered throughout the delivery process; • To maintain client, lead, and project information (including financials) using the MOLA Project Management System. <p>Business Delivery and Financial Management</p> <ul style="list-style-type: none"> • To achieve specific project revenue and budget targets; • To regularly review financial management information regarding your projects and actively manage the successful completion of projects to meet the agreed financial, academic, programme, technical, quality and impact standards; • To work with members of the Research & Engagement Team, to provide cover and support as required, and contribute to the sharing of best practice and lessons learned throughout project delivery. <p>Health and Safety</p> <ul style="list-style-type: none"> • To work in accordance with the requirements of the MOLA Health & Safety Policy and all other relevant policies at all times.
<p>Special Circumstances:</p>	<ul style="list-style-type: none"> • This role will require travel within the UK and abroad including occasional extended stays away from the primary base • Weekend and evening working will be required

NB This job description should not be taken as an exhaustive description of the role and is, rather, indicative of the types of responsibility covered by this job. Post holders will be required to carry out such other work as is required by MOLA as long as this is reasonable and commensurate with the nature of the post held.



Person Specification - Engagement Project Manager

Essential	Desirable
Qualifications	
<ul style="list-style-type: none"> • First degree in a relevant discipline or equivalent experience • MCIfA (or commitment to apply for the appropriate level of CfA membership upon joining) 	<ul style="list-style-type: none"> • Current full driving licence • Professional membership of any relevant bodies • Accredited Project Management Qualification
Experience & Knowledge	
<ul style="list-style-type: none"> • Clear track record in the effective and efficient planning and delivery of projects, including reporting • Demonstrable experience of commissioning, project managing and delivering successful public facing digital outputs such as websites, apps, games, or citizen science platforms • Experience of income generation: e.g. contributing to successful funding bids and/or engaging new partners to sponsor activities • Demonstrable experience of working in multi-disciplinary teams to deliver projects within time and budget constraints • Experience of managing and motivating employees • Substantial experience working with communities 	<ul style="list-style-type: none"> • Experience of costing, bidding for, and managing archaeological project work • Experience within a multi-disciplinary environment managing projects • Understanding of the principles of contract management • Experience of co-producing content with communities and/or other stakeholders
Skills / Abilities / Competencies	
<ul style="list-style-type: none"> • Excellent planning and organising management skills • Ability to work under pressure and to tight schedules • Ability to work independently and manage a diverse programme of responsibilities • Strong interpersonal and communication skills • Ability to network and connect with stakeholders from a range of fields • Positive attitude, flexible, change orientated and outputs/results focussed; • Strong IT skills including Microsoft Office, project management systems and client databases • An understanding of the principles of diversity and an active commitment to the principles of workforce diversification 	<ul style="list-style-type: none"> • Knowledge of common software used in the analysis of archaeological data. • Excellent numerical ability • Experience of developing content for social media and web channels