

## Job Description

### Project Manager – Mapping Black London: Multiracial Pasts, Equitable Futures

#### Position Overview

<b>Discipline</b>	Academic
<b>Faculty</b>	Humanities
<b>Location</b>	London, Devon House (St Katherines Dock), Hybrid with 3 days on campus
<b>Term</b>	Full-time, 2 years fixed term
<b>Salary Range</b>	£42,511
<b>Reports to</b>	Olly Ayers, Associate Professor
<b>Benefits</b>	The university supports staff maintaining a good work/life balance, offer flexible working and parental leave opportunities, an Employee Assistance Programme which provides free, confidential advice on both home and work concerns as well as optional private medical insurance, season ticket loans and being part of the cycle to work scheme.
<b>Start</b>	30 September 2024

#### The role

Northeastern University London wishes to appoint a Project Manager as part of the multi-year public digital humanities research project, Mapping Black London ([mappingblacklondon.org](http://mappingblacklondon.org)). The appointee will coordinate outreach work between the Mapping Black London project team and schools in the London area.

The 'Multiracial Pasts, Equitable Futures' phase of work will draw upon the innovative digital, place-based and experiential approach of the Mapping Black London project, whose goal is to use digital tools to recentre and recover the Black presence in the city that predates the 1948 arrival of the Windrush. Begun in 2019, and led by Co-Principle

Investigators Professors Nicole N. Aljoe and Olly Ayers, they are joined by Professor Mark Martin in the next phase of work that will see the project's innovative digital, place-based and experiential approach to Black history taken into local schools. The Project Manager will coordinate this outreach work, collaborating with the research team in London and Boston, as well as with internal stakeholders such as the Northeastern Widening Access and Participation team, and external school and community partners.

The Project Manager's core duties will include:

- Acting as the primary liaison between the research team, internal stakeholders and school and other external partners
- Developing educational programmes, workshops and curriculum materials based on the Mapping Black London project content, and connecting them with schools' needs and the National Curriculum
- Organising events to support school partnerships, such as professional development seminars and focus groups
- Managing project administration, including user-response surveys and measurement of curriculum uptake

We are open to appointing on a reduced fraction/job-share basis subject to the project's needs.

### **About the University**

Founded in 2012, Northeastern University London (formerly known as New College of the Humanities) has established itself as a prestigious higher education institution based in the heart of London. Northeastern University London is part of Northeastern University's Global Campus Network. Positioned as top ranking in the USA, Northeastern has campuses in Arlington, Boston, Charlotte, Miami, Oakland, San Jose, and Seattle in the USA, and Toronto and Vancouver in Canada.

After becoming part of Northeastern University's global network in early 2019, the University has undergone a period of rapid growth, having been granted Taught Degree Awarding Powers in February 2020 and moved to a new, state-of-the-art campus in 2021.

Northeastern University London offers a vibrant, collegiate community delivering broad and academically rigorous degree programmes, designed to equip graduates with the

combination of skills and knowledge that are increasingly desired by organisations, employers, and society. It offers state of the art audio visual technology in its teaching and meeting spaces across the organisation.

### **Person Specification Criteria**

To undertake this role, the following should apply – should you not have the experience below, please do highlight where transferrable skills would assist with you undertaking the role.

- Postgraduate qualification in history, literature or a related humanities discipline, either at PhD or PGCE level
- Experience of leading curriculum development at secondary school or university level, either in history or a related humanities discipline
- Project management experience, including managing timelines and budgets, organizing events, and liaising with internal and external partners
- Competence in digital skills, especially spreadsheet and database management
- Outstanding interpersonal skills, including the ability to communicate with academic and non-academic audiences and to diverse age ranges and backgrounds
- An ability to help develop the project's brand and marketing materials in collaboration with other university partners.
- An ability to work independently, as well as in collaborative environments
- Ability to multitask

### **Additional Information**

#### **Enquiries**

Informal enquiries may be made to Olly Ayers, Associate Professor of History (oliver.ayers@nulondon.ac.uk). However, all applications must be made in accordance with the application process specified.

## Application Process

Applications should be made via [this link](#) by 23:59 on **26 August 2024**. Please reference your application **PM0824**. Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page that addresses the criteria for the role (including teaching and research where appropriate) and a full curriculum vitae.

Interviews are expected to commence w/c 2<sup>nd</sup> September 2024.

**Please note this role may require a basic or enhanced DBS check. Our organisation acknowledges the duty of care to safeguard, protect and promote the welfare of our students and staff, and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Ofsted requirements. You must adhere to the above if you are offered a role with NU London.**

Applications are welcome from all sections of the community and will be judged on merit alone. We welcome applications from underrepresented groups. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

**This post is eligible Skilled Worker Visa Sponsorship.**