

POSITION:	Project Coordinator (Local to Global)
TYPE:	Up to 10 Month Part-Time Fixed Term Contract (3 day week)
SALARY:	£30,010.67 per annum pro rata
LOCATION:	Flexible Working / Central London
RESPONSIBLE TO:	Chief Executive
REPORTING TO:	Head of Policy, Research and Communications/Project Implementation Manager*
RESPONSIBLE FOR:	Reporting and assisting with the delivery of the UKNC's National Lottery Heritage Fund Project – Local to Global 2.0: From a resilient to an adaptive network

UK National Commission for UNESCO

UNESCO (United Nations Education, Science and Culture Organization) was formed in 1945 with the express mission that “since wars begin in the minds of men and women, so in the minds of men and women the defences of peace must be built”.

The UK National Commission for UNESCO (UKNC) is a constitutional part of the UK's membership of UNESCO, primarily funded by the UK Government. As an independent body, the UKNC brings together a network of voluntary experts from across the UK in education, sciences, culture and communication. It provides expert advice to the Government on UNESCO-related matters, develops UK input into UNESCO policymaking, and promotes reform within UNESCO. It works with the UK's network of UNESCO Designations, the UK academic community, UK civil society, and the global network of National Commissions for UNESCO, to contribute to UNESCO's international aims to advance global peace, sustainable development, intercultural dialogue, and poverty eradication.

A key objective of our delivery framework is to ensure that UK society feels the benefits of UNESCO membership. The UKNC does this by supporting our network of UNESCO Designations. The UK's Network of 60 land-based UNESCO Sites are areas recognised by UNESCO to be of world-class value to the people of the UK and internationally. The UKNC has a Board of pro bono Non-Executive Directors, a Chief Executive/Secretary-General, a small Secretariat, and short-term task groups.

PURPOSE OF THE POST

Following the successful delivery of its first Local to Global Project (2022-2024), in January 2025 the National Lottery Heritage Fund awarded the UKNC a grant to build its first round of resilience funding focused on supporting the UK's network of UNESCO Designated natural, cultural and built heritage Sites (Biosphere Reserves, Creative Cities, Global Geoparks, and World Heritage Sites). The new Project (2025-2026) is exploring devolved power sharing among UNESCO Sites to help build their resilience and adaptability through openness and collaboration in accordance with the National Lottery Heritage Fund Approved Purposes.

This is an important and exciting role in administering and coordinating the successful delivery of the approved purposes of the UKNC's Grant Agreement with the National Lottery Fund. You will be line managed by the Project Implementation Manager and support the ambitions of the project by coordinating events and communications across the national network of natural, cultural and built heritage sites. An essential function to this role is to log and report project progress to key stakeholders at the National Lottery Heritage Fund, the UKNC's core team and Board of Non-Executive Directors. You will be highly organised, confident in collating reports and budgets and have experience of the demands of National Lottery Heritage Funded projects.

WORKING WITH

- Members of the small UKNC team, including the Project Implementation Manager, and the Head of Policy, Research and Communications.
- Designation Coordinators and stakeholders of the selected UK UNESCO Designations.
- Expert Consultants working to analyse stakeholder mapping, audience development, fundraising, digital skills and website development, and evaluation.

MAIN DUTIES

- Administration of the planning and delivery of a national level, high-profile project, of international interest, to support the resilience of the Network of the UK UNESCO Designations and the UKNC.
- Draft quarterly reports to the National Lottery Heritage Fund and the UKNC Board, with oversight from the Project Implementation Manager.
- Support the Project Implementation Manager with preparing payment requests to the National Lottery Heritage Fund.
- Support research delivery by coordinating data gathering and conducting external stakeholder interviews, as part of a major study with Creative PEC, working closely with the Project Implementation Manager, Head of Policy, Research and Communications, and project partners.
- Support with budget management, working with the Project Implementation Manager and Head of Finance.
- Lead on communications support, including drafting website and news content, social media updates, and project reports, in collaboration with the Project Implementation Manager and Head of Policy, Research and Communications.
- Assist the Project Implementation Manager in the day-to-day organisation of meetings, workshops and events, both virtual and in person. This includes an annual series of workshops and events taking place on location in our UNESCO Sites across the UK.
- Support with the logistics and delivery of the Talkshop series.
- Build relationships with the UK UNESCO Network, at times acting as the face of the organisation, and coordinate communications between the network and the UKNC team.
- Assist the Project Implementation Manager and Evaluation Consultant in preparing presentations and reports informed by data about the project and project progress, to the UKNC Project Board, the UKNC Board, the National Lottery Heritage Fund, and others as necessary.
- Retain a clear view of the timelines of the project to ensure it is delivered on time.
- Respond to and monitor all enquiries.

PERSON SPECIFICATION

ESSENTIAL SKILLS / ABILITIES / KNOWLEDGE

- Values that align with the mission and vision of UNESCO.
- Experience of undertaking qualitative research interview, with confidence in engaging external stakeholders and partners.
- Strong planning and organisational skills, including the ability to deliver online and in-person events.
- Ability to build and maintain productive relationships with partners, stakeholders, and networks.
- Integrity, respect for confidentiality, sound judgement, and diplomatic communication skills.
- Ability to multi-task and manage competing priorities.
- Ability to produce accurate work to tight deadlines, with meticulous attention to detail.
- High level of IT skills, including Microsoft Office (Word, Excel, PowerPoint), web conferencing platforms, and social media literacy.
- Willingness to learn and adapt to new responsibilities.
- Ability to contribute to a positive working environment as part of a small team.
- Good working knowledge of the UK's heritage and/or cultural sector.
- Relevant professional qualifications and/or undergraduate degree, or equivalent experience.
- Interest in and commitment to the objectives and ideals of UNESCO and the UK National Commission for UNESCO.

Desirable Skills / Experience

- Experience of supporting or leading communications activities, such as content management systems, social media campaigns, and/or news drafting.
- Experience of project reporting to funders or boards.
- Experience of National Lottery Heritage Fund projects, or similarly funded projects at a comparable scale.
- Understand of how civil society organisations operate.
- Experience of monitoring budgets or contributing to financial administration.

PERSONAL RESPONSIBILITIES

- At all times to carry out responsibilities/duties with due regard to the UKNC's Equal Opportunities Policy.
- At all times to carry out responsibilities/duties with due regard to the UKNC's Staff Handbook.
- To carry out duties and responsibilities of the post in accordance with relevant Health and Safety Legislation.
- To undertake other duties appropriate to the post that may reasonably be required from time to time.

*ADDITIONAL INFORMATION

- Pro Rata Salary. The salary quoted equates to £18,000 per annum for a 3-day flexible week. Additionally, the UK National Commission for UNESCO will provide an Employer Pension Contribution through the Workplace Pension Scheme of 7% of gross salary pro rata.
- Location. This role can be delivered remotely, with in-person meetings as required and the expectation of occasional visits to UNESCO Designated Sites in the UK as required. The costs of these occasional visits will be covered by project funding.

- UK National Commission for UNESCO Structure. The Chief Executive has responsibility for the overall direction of the organisation. The Head of Policy, Research and Communications has overall responsibility for the organisation's Projects. The Project Implementation Manager is directly responsible for the Local to Global Project.

- Information about UNESCO and the National Commission for UNESCO:

<https://www.unesco.org/en/legal-affairs/constitution>

<https://unesco.org.uk/>