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United Kingdom
National Commission
for UNESCO

Project Coordinator

POSITION:	Project Coordinator
TYPE:	20 Month Part-Time Fixed Term Contract (3 days per week)
SALARY:	£30,010.67 per annum, pro rata*
LOCATION:	Flexible Working* / Head Office in Central London
RESPONSIBLE TO: REPORTING TO:	Chief Executive / Head of Policy, Research and Communications* Programme Lead (Local to Global)*
RESPONSIBLE FOR:	Reporting and assisting with the oversight and 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 land-based [UNESCO Sites of natural, cultural and built heritage](#). The UK's Network of 60 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 on 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) will explore 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 Project Approved Purposes.

This is an important and exciting role in administrating and coordinating the successful delivery of the approved purposes of the UKNC's Grant Agreement with the National Lottery Heritage Fund. You will be line managed by the Programme Lead and support the ambitions of the project by coordinating events and communications across a national network of natural, cultural and built heritage sites. An essential function of this role is to log and report on 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 Programme Lead, the Head of Policy Research and Communications, and the Communications and Marketing Manager.
- Coordinators and stakeholders of 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's UNESCO Designations and the UKNC.
- Lead on drafting quarterly reports to the National Lottery Heritage Fund and the UKNC Board, with support and oversight from the Programme Lead. This includes submitting the quarterly payment request to the National Lottery Heritage Fund.
- Assist the Programme Lead and Head of Finance with managing the project budget.
- Assist the Programme Lead 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.
- 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.
- Occasionally liaise with the external consultants and partners as required.
- Assist the Programme Lead and Evaluation Consultant in coordinating data gathering.
- Assist the Programme Lead 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 enquires.
- Assist the Communications and Marketing Manager with communications, including website content, social media, and project updates.

PERSON SPECIFICATION

ESSENTIAL SKILLS / ABILITIES / KNOWLEDGE

- Values that align with the mission and vision of UNESCO.
- Strong planning and organisational skills, including online and in-person events planning.
- Strong written and oral communication skills, including an excellent command of English.

- Budgetary skills, able to demonstrate sound financial management.
- Ability to work collaboratively with experts in different fields.
- Integrity, respect for confidentiality, sound judgement, tactful 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 Word, Excel, 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 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.
- Experience of content management systems.
- Experience of National Lottery Heritage Fund projects, or similarly funded projects at comparable scale.
- Understanding of how civil society organisations operate.

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 the duties and responsibilities of the post in accordance with relevant Health and Safety Legislation.
- To undertake other duties appropriate to the post that may reasonable 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 a minimum of bi-weekly meetings in London, or the Midlands where the Programme Lead is based. Candidates should also expect occasional visits to UNESCO Designated Sites in the UK as required, costs being 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 Programme Lead is directly responsible for the Local to Global Project.
- Information about UNESCO and the UK National Commission for UNESCO:

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

<https://unesco.org.uk/the-uk-national-commission-for-unescos-strategy/>