

Job Description
Programme Coordinator, Russia and Eurasia Programme
(18 Month Contract)

Purpose of job: Responsible for the smooth running of the Programme, providing core administrative support for research projects and other Programme activities. Maintaining relationships with contacts and core supporters. Organisation of Programme events and publications. Monitoring budgeted income and expenditure and drafting budget plans for projects/grant applications. Develop programme research activities in accordance with main research areas.

Responsible to: the Manager and Research Fellow of the Russia and Eurasia Programme; or Director of Research, Regional Studies.

Principal Responsibilities:

Programme Support

- Coordination of all administrative functions within the Programme
- Being the first point of contact for all Programme contacts and new enquiries
- Preparation of reports on internal meetings/seminars
- Maintenance of Programme records, files and data bases in conjunction with other programme staff
- Liaison with other Chatham House Programmes or departments (eg *The World Today*, Events, Communications, etc)
- Assistance to Programme Manager and other staff in identification of new core support and specific project funding in line with the Programme's research priorities
- Developing and maintaining links with existing sponsors
- Drafting, in collaboration with other staff, narrative funding proposals

Project Management

- Organising briefings, seminars, roundtables, conferences at Chatham House
- Organising attendance, travel, accommodation and other logistics for workshops, study groups, seminars and other project activities
- Undertaking administrative functions for research projects
- Supporting other Research Fellows and Associate Fellows working within the Programme

Programme Budget Accounts/Finance

- Drafting budget plans for project/grant applications with Programme staff
- Monitoring budgeted income and expenditure in conjunction with the Programme Manager
- Managing records of supporter contributions and alerting the Programme Manager when supporters/contributions need special attention
- Helping to maintain relations with Programme funders (eg governments, foundations, and corporate supporters)

Communications/Publications

- Maintaining, coordinating and developing media relations for the Programme
- Giving some interviews to the national and international media if requested and if on a topic on which the candidate can demonstrate expertise
- Oversight of publications programme
- Compiling publicity for Programme activities, in consultation with the Programme Manager

- Liaising with authors and Publications Department on commissioning, production, peer review, editing, promotion and sale of Programme publications
- Editing rapporteur reports or initial copy-editing of draft reports when required
- Maintaining up to date entries for the Programme on the Chatham House website and other outreach (eg Programme newsletter)
- Assisting in the development of a communications strategy, encompassing the use of new social media

Research

- Contribute to the Programme's research output through articles, briefing papers and comment pieces; as well as project research, as required. This is not a research position per se, but there is opportunity to write and publish if time allows, on topics to be agreed on in consultation with other staff.

Supervision of Staff

- Supervision of interns and possibly a full- or part-time administrator (TBD)

Requirements and skills

- Minimum three years experience of project management
- Proven background in project administration
- Experienced in handling budgets
- Fluency in Russian a significant advantage