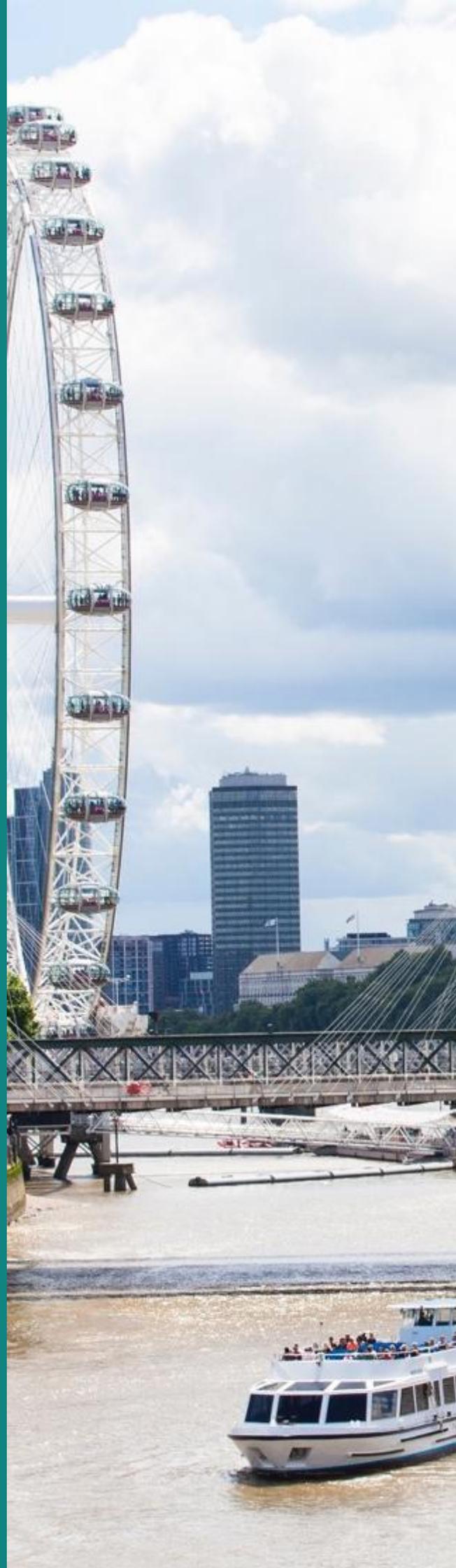


# CANDIDATE PACK

## Grant Holder Manager

Creative Arts and Technologies

UNIVERSITY OF  
WESTMINSTER 



# OUR UNIVERSITY

Under the inspirational leadership of Professor Peter Bonfield OBE, the University of Westminster is a place where discoveries are made, barriers are broken, diversity is celebrated and where everyone is welcome. Serving more than 21,000 undergraduate, postgraduate, apprentice and executive students, our mission is to transform the lives of young people from all backgrounds. We seek to make the world a more inclusive, sustainable, better and healthier place through our educational, research and knowledge exchange endeavours.

Since our founding in 1838 we have stood out as innovators, committed to tackling social inequalities. In 2021, our University ranked 2nd in England out of more than 100 higher education institutions for social mobility. The ranking - produced by the Institute for Fiscal Studies and the Sutton Trust - compares the number of students from low-income backgrounds at universities, and the extent to which their studies helped them to move up the income ladder. Westminster has the second highest performance among universities in England.

As we focus forward to 2029, we will continue to do so in a way that is true to our progressive, compassionate and responsible values. Our education offer will be more personalised and authentic, giving students from all backgrounds an opportunity of transformative learning, helping them succeed in their studies and professional lives. Our curriculum will be employability-linked, leading to stronger outcomes and helping prepare our graduates for the world of work and for life. Our research and knowledge exchange will enable us to maximise our positive impact on societies in the UK and around the world in an environment where everyone is inspired to succeed. Our priorities of wellbeing, inclusion and sustainable development will help us as we navigate through the challenges and opportunities towards 2029.



# OUR PRIORITIES

The University's 2022-2029 strategy, *Being Westminster*, sets us apart and builds on our unique history and achievements. In our University, we value social justice, moral conscience, inclusivity and equality, acting positively together to make change for good.

The University of Westminster has three priorities.

## WELLBEING

Working and studying together at Westminster as a community of students and colleagues is a big part of our lives – doing so in an environment that places our wellbeing front and centre helps us to be safe and feel safe. We care for the safety, health and wellbeing of those around us as well as ourselves.

## INCLUSION

All Westminster, colleagues and students are in a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and is a place where harassment and discrimination are not tolerated. As a responsible institution, we strive to ensure and to champion equality. As a progressive institution, we take pride in our diversity. As a compassionate institution, we commit to an inclusive culture that allows students and colleagues to reach their full potential.

## SUSTAINABLE DEVELOPMENT

We take inspiration from the 17 United Nations' Sustainable Development Goals (SDGs) in how we drive our actions and activities and governance across our University. As a community, we bring together our collective energies to play our part in addressing the climate crisis and inequalities to enable a more sustainable and socially just world. We are one of the top 20 universities in the world in SDG 5 for providing equal access and supporting the academic progression of women. We are one of the top 25 universities in the world in SDG 10 tackling economic, health based and international inequalities. We are in the top 50 universities in SDG 12 for promoting resource and energy efficiency, having a sustainable infrastructure, and providing access to basic services for all.



# OUR OBJECTIVES 2022-2029

Against a backdrop of a changing and challenging higher education environment, the University has recently completed a major review of its objectives and strategy, and has published its commitments for the period 2022-29.

## EDUCATION

We will offer personalised and authentic education, underpinned by an inclusive curriculum, to enable all our students, from all backgrounds, to engage in transformative learning and to succeed in their studies and professional lives. We will address global, political, and social challenges through a relevant demand-led and forward-looking portfolio. We will do this by offering authentic teaching, learning and assessment modes which immerse students in the wider-world through live projects, work-based learning and global opportunities. We will invest in our people to enable all teaching colleagues to plan and deliver exceptional learning experiences and professional colleagues to offer exceptional support. Students will be empowered by working in partnership with colleagues and fellow students to shape the Westminster experience. We will develop an integrated physical and digital environment that supports excellent practical, active and collaborative learning for all our students.

## RESEARCH AND KNOWLEDGE EXCHANGE

Research and knowledge exchange are fundamental to our commitment to making a positive difference to the world and transforming lives. We are committed to research in four priority areas: Diversity and Inclusion; Health Innovation and Wellbeing; Sustainable Cities and the Urban Environment; Arts, Communication and Culture. Our excellence in research and knowledge exchange will infuse our education endeavour, inspiring and equipping our students as agents of change locally as well as globally. We will continue to grow our community of PhD researchers, ensuring that the Westminster postgraduate research experience remains sector leading and the foundation for great careers. In knowledge exchange we will focus on engagement with government, business and with the public and local community. We will achieve more when we identify shared interests and build partnerships with our communities and collaborate for the public good with a clear civic purpose.

## EMPLOYABILITY

We will ensure that all our students benefit from employability-led learning and purposeful engagement with employers, business and industry, to give students from every background the best possible preparation for the world of work and enable the best possible employability outcomes. We will do this through the further extension and embedding of programmes such as work-based and placement learning; the Westminster Employability Award; Westminster Working Cultures; mentoring; and student enterprise. Employability-related learning will be a core and critical part of the courses and curriculum we offer, right across the University. It will be front and centre of life at the University for students and colleagues.



A key priority will be the development of a dedicated Centre for Employability and Enterprise at 29 Marylebone Road, intended to transform our student experience and our engagement with business, industry and employers. The Centre will provide a game-changing experience through which undergraduate and postgraduate students from across Westminster will come together and practise enterprise; develop an entrepreneurial mindset and skills; access training, work, projects, business advice and mentoring; and connect directly with employers. The future-focused environment of the Centre will scale up our employability provision, helping our students to be 'fit for the future' in the most challenging of post-pandemic labour markets and economic environments. It will strengthen links between our UK-based and international employer partners and our motivated, bright, work-ready students, affording employers access to a diverse mix of people right for the needs of the contemporary workforce.

## GLOBAL ENGAGEMENT

We will raise the international reputation and reach of the University, ensuring that 30% of our undergraduate community and 70% of our taught postgraduates come to us from overseas. Overseas partnerships will remain central to our global engagements. We will prioritise the outward mobility of our students to partner institutions, contributing to students' development of employability skills and competences. We will extend and deepen our Trans-National Education relationships. These partnerships, particularly that with Westminster International University in Tashkent, will move beyond franchised or validated arrangements to embrace employability, alumni-related research, CPD and knowledge exchange connections.



# OUR STRUCTURE

## ACADEMIC STRUCTURE

Our structure is built to deliver an enhanced learning environment, stronger and broader industrial, international and professional connections and pioneering and impactful research. The University comprises three Colleges:

### Westminster Business School

- School of Organisations, Economy and Society
- School of Finance and Accounting
- School of Applied Management
- School of Management and Marketing

### College of Creative Arts and Technologies

- School of Architecture and Cities
- Westminster School of Arts
- School of Computer Science and Engineering
- Westminster School of Media and Communications

### Liberal Arts and Sciences

- School of Social Sciences
- Westminster Law School
- School of Humanities
- School of Life Sciences

The University Executive Board comprises:

- Vice Chancellor and President
- Deputy Vice Chancellor (Employability and Global Engagement)
- Deputy Vice Chancellor (Education and Students)
- Deputy Vice Chancellor (Research and Knowledge Exchange)
- Chief Operating Officer and University Secretary
- Three Heads of College

## PROFESSIONAL SERVICES

Our Professional Services teams support the effective and professional delivery of our teaching, research and knowledge exchange and the management of student residences and sports facilities.

- Academic Registry
- Business Engagement and Graduate Futures Directorate
- Estates
- Finance and Commercial Activities
- Global Recruitment, Admissions, Marketing and Communications
- Information Systems and Support
- People, Culture and Wellbeing
- Strategy, Planning and Performance
- Student and Academic Services
- Research and Knowledge Exchange Office
- Graduate School
- Learning Innovation and Digital Engagement



# JOB DESCRIPTION

**Job Title: Grant Holder Manager**

**Reports to: Reader**

**Department: Creative Arts and Technologies**

**Grade: NG4**

## ROLE PURPOSE

The post holder will provide comprehensive financial, administrative, and coordination support for COST Action CA24134 (OBSERVISTA) and will monitor activities to ensure regulatory compliance with COST Association regulations and University procedures. Where proposed activities or decisions may conflict with COST rules, the post holder must alert the line manager so that appropriate action can be taken.

They will act as the primary technical users of the COST platform, coordinate activities across 25+ participating countries, and support the line manager with preparing reports, analysing data, administering governance meetings, and maintaining accurate project documentation.

The role holder will also play a key role in ensuring the timely processing of reimbursements in line with the complex COST Association rules.

## PRINCIPAL ACCOUNTABILITIES

1. Process travel reimbursement claims from meeting and training school participants, as well as other reimbursement claims within the 30-day COST deadline. Ensuring compliance with financial regulations associated with COST grant and University of Westminster finance procedures, and ensure that these financial records are kept accurate and up to date
2. Review and approve Local Organiser Support grant claims and invoices for training materials, consumables and network expenses in line with COST Association rules, maintaining accurate financial records in the e-COST platform. A key duty will also be to ensure the University remains compliant with all these financial regulations.
3. To support the Action Chair on compliance matters by reviewing proposed activities and expenditures against COST Association rules, identifying potential conflicts, and escalating issues to the Action Chair or COST Science Officer as required by the Grant Agreement (COST-094-21-V2.0, Article 7.4.4).
4. Coordinate programme events and visits including;
  - ❖ Issuing e-COST invitations to participants for Action events, monitoring responses, and taking agreed follow-up action for non-answered invitations.
  - ❖ Support logistical planning through e-Cost for all events, liaising with Local Organisers across Europe (25+ countries) to ensure smooth event delivery.



- ❖ Collect, review and process signed attendance lists from Local Organisers, ensuring accurate recording of participation and compliance with COST documentation requirements.
5. Support project reporting and evaluation by compiling, checking and presenting e-Cost project data. They will work with the Action Chair and other project colleagues to prepare dashboards and summaries that evidence project impact and outcome, and assist in ensuring data accuracy and consistency across 25+ participating countries.
  6. Administer meetings and governance processes for Management Committee and Core Group meetings. This will include scheduling meetings, preparing and circulating papers, taking accurate minutes and uploading minutes to e-COST and ensuring that actions are recorded and followed up promptly.
  7. Support grant awarding processes for Short Term Scientific Missions, Virtual Mobility Grants, and Conference Grants, by processing applications and payments in a timely manner following Management Committee approval.
  8. Monitor budget expenditure against the approved Work and Budget Plan, providing regular financial updates to the Action Chair so that appropriate action can be taken. Support the preparation of Financial Reports at the end of each Grant Period.
  9. Undertake any other duties as appropriate within their competence, as required by their Line Manager from time to time.

## CONTEXT

The University of Westminster serves as Grant Holder institution for COST Action CA24134 OBSERVISTA, a 4-year European research network investigating innovative strategies for repurposing terrain vague (urban voids and derelict spaces). The Action involves 25+ participating countries and manages approximately €130,000 in Year 1 funding from the COST Association.

The Cost Action Project Coordinator (Grant Holder Manager) role is critical to ensuring effective financial administration and coordination of international networking activities. Year 1 includes significant activity with two major face-to-face events (Florence Training School in January 2026, London MC2 and Training Workshops in March 2026), monthly online Working Group meetings, multiple Short Term Scientific Mission reimbursements, and comprehensive financial reporting requirements.

The role operates within the framework of COST Association rules and regulations, requiring close liaison with Local Organisers across Europe, Action participants, the Action Chair, Core Group members, and Westminster Finance Office. The 30-day payment requirement for all claims creates time-sensitive workflows that require efficient coordination between the e-COST platform and Westminster's internal finance procedures.



The COST Action Project Coordinator (Grant Holder Manager) will work closely with the Action Chair, who will provide guidance on COST-specific procedures, priority setting during peak periods, and liaison with the COST Science Officer. Regular check-ins will ensure smooth coordination and timely resolution of any queries. The postholder will receive comprehensive training from the COST Association, including mandatory in-person training in Brussels. This training covers the e-COST platform, financial procedures, compliance requirements, and best practices for managing COST Actions. This structured onboarding, combined with supervision from the Action Chair, ensures the postholder will be well-equipped to fulfil the role requirements.

The University requires all post holders to have an understanding of individual health and safety responsibilities and an awareness of the risks in the work environment, together with their potential impact on both individual work and that of others.

## DIMENSIONS

**Contract Type:** Fixed-term (Grant Period 1: November 1, 2025 - October 31, 2026, renewable for up to 3 additional Grant Periods subject to Action continuation and budget availability through September 2029)

**Hours:** a minimum of 0.3 FTE (10.5 hours per week / 1.5 days per week) TBC

**Financial Responsibility:** Supporting management of claims and reimbursements totalling approximately €130,000 per Grant Period

**Reporting Relationships:** Reports to Grant Holder Scientific Representative / Action Chair; works closely with Westminster Finance Office, COST Action Management Committee (25+ member countries), Local Organisers for events across Europe, and Action participants

**Resources:** Primary responsibility for e-COST platform management for the Action; coordination of University finance system requirements for COST-related payments

**Other:** Role funded through FSAC (Financial and Scientific Administration and Coordination) allocation from COST Association). Peak workload periods follow major events (2-4 weeks post-event for claims processing). Optional opportunity to attend Action events across Europe if approved by Management Committee (travel expenses fully reimbursable by COST).



# PERSON SPECIFICATION

## QUALIFICATIONS

### Essential

- A university degree or equivalent work experience.

## TRAINING AND EXPERIENCE

### Essential

- Experience of working within the administrative structure of a Higher Education institution or similar complex organisation.
- Experience in supporting projects in an administrative or coordinating capacity.
- Experience coordinating meetings and events involving multiple stakeholders, including managing invitations, attendance tracking, document distribution, uploading minutes to online platforms, and coordinating with event organisers
- Experience in managing and maintaining project documentation and records, and updating websites such as SharePoint, demonstrating consistent attention to detail and accuracy.
- Evidence of working effectively with complex administrative procedures and documentation requirements
- Experience of managing multiple deadlines and ensuring compliance with complex financial, project and other relevant regulations and ethical standards.

### Desirable

- Experience operating within international research networks
- Familiarity with University finance systems
- Knowledge of COST Actions or similar European research programmes
- Experience of developing processes to ensure professional and regulatory standards are maintained.
- Experience in data analysis and reporting to inform decision making.

## APTITUDES, ABILITIES AND PERSONAL ATTRIBUTES

### Essential

- Ability to interpret and apply regulations and guide others on these, including the confidence to escalate regulatory concerns to appropriate bodies/authorities where necessary.
- Excellent organisational skills with ability to manage own workload and prioritise competing demands often to tight deadlines.
- Strong attention to detail and accuracy in financial processing and record-keeping
- Proficiency with online platforms and willingness to learn new systems (e-COST)
- Excellent written and verbal communication skills in English
- Ability to work independently and within a team.



- Competence in Microsoft Office (particularly Excel for budget monitoring)
- Problem-solving skills and ability to navigate bureaucratic procedures
- Meticulous approach to record-keeping and documentation
- Diplomatic and professional manner when liaising with international stakeholders
- Adaptable and responsive to evolving project needs
- Calm under pressure, particularly during peak post-event periods
- Fully committed to a stimulating learning and working environment which is supportive and fair, based on mutual respect and trust, and in which harassment, sexual misconduct, discrimination and victimisation are neither tolerated nor acceptable.

**Desirable**

- Numeracy skills and confidence working with budgets and financial data
- Interest in European research collaboration and international networking
- Interest in supporting academic research activities



# HOW TO APPLY

To apply for this vacancy, please visit our [vacancies page](#) where you will be able to register as a candidate and complete your online application.

You will be requested to upload a CV which will be used to populate relevant sections of your application. You will also be requested to complete a concise statement in support (ideally no longer than 1000 words), addressing the criteria in the Person Specification and your motivation for applying.

**The deadline for receipt of applications is midnight on 01 April 2026**

**Interviews will take place on 20 April 2026**

An appointment will be made subject to proof of eligibility to work in the UK and satisfactory references being obtained.

At the University of Westminster, diversity, inclusion and equality of opportunity are at the core of how we engage with students, colleagues, applicants, visitors and all our stakeholders.

We are fully committed to enabling a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.

*The University has adopted Smart Working principles to support and further our Equality, Diversity and Inclusion aims of being an inclusive, collaborative and flexible employer. Further details of Smart Working can be discussed at interview stage.*



# OUR BENEFITS

The University offers a range of wellbeing and work-life balance benefits to recognise and reward the essential contribution our colleagues make to success and growth. Our benefits are inclusive for colleagues of all backgrounds including LGBTQ+ colleagues, disabled colleagues, pregnant colleagues, parents and carers, as well as colleagues of all genders, age, ethnicities, nationalities, religion and beliefs, and marriage and civil partnership status.

- 35 days annual leave per year, plus bank/national holidays and University of Westminster closure days (pro-rata for part-time staff).
- A generous occupational pension scheme.
- Annual incremental progression and/or cost of living reviews.
- Generous maternity, paternity and adoption leave.
- Flexible working and smart working.
- Learning and development opportunities.
- Free membership rates for a wide range of sporting facilities, including gyms at Regent Street and Harrow campuses, as well as the Chiswick Sports Ground.
- Employee assistance programme.
- The opportunity to participate in other attractive employee benefit schemes such as Cycle to Work, Eye Care Vouchers, Season Ticket Loans, and Give As You Earn.





[westminster.ac.uk](https://www.westminster.ac.uk)

The University of Westminster is a charity and a company limited by guarantee. Registration number: 977818. Registered office: 309 Regent Street, London W1B 2UW. 9860/08.23/JT

