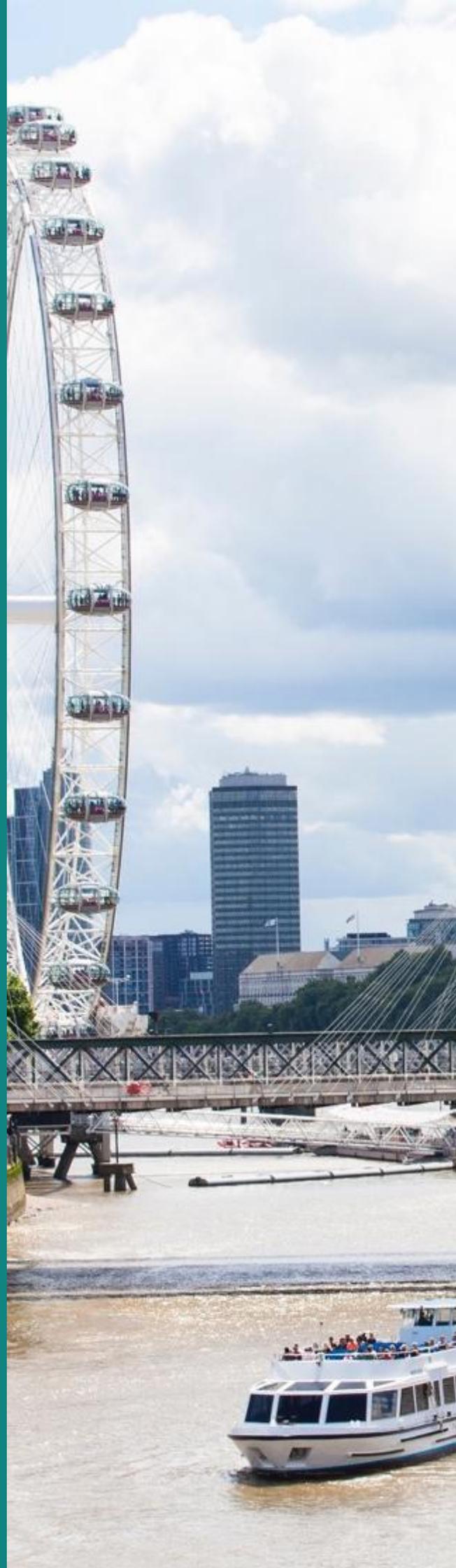


# CANDIDATE PACK

## Enact Project Coordinator

Student and Academic Services

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



# DEPARTMENT / TEAM

## Student and Academic Services (SAS)

The Enact team sits with Library Research and Education Services alongside (and works closely with) the Library Research Services team responsible for open research, open access, research data management and the University of Westminster Press. It will contribute to the University's open research environment and commitment to a modern research culture.

SAS provides professional, efficient, effective and consistent researcher and student-focused support and services. It leads on professional support for a wide range of governance, research, learning, employability and wellbeing interventions that enhance the experience of students, colleagues and alumni throughout their relationship with the University. SAS activities are key to the delivery of the University's strategic objectives and enable the University to deliver on its mission:

To help students and colleagues from different backgrounds fulfil their potential and contribute to a more sustainable, equitable and healthier society.

To achieve this, SAS is organised into four clusters:

- Business Operations
- Library and Archive Services
- Student Experience
- Student Support and Residential Life

Uniting these services in a single Directorate enables a powerful synergy between support for learning, teaching, employability and research & knowledge exchange and co-locates these with the professionals who lead on student wellbeing. In turn, this informs the Whole-University approach to the wellbeing of all colleagues.

SAS teams contribute to increasing success in the NSS/PTES/PRES, TEF, REF, KEF and Graduate Outcomes and therefore positively impact league tables. Services delivered by SAS student-facing teams are critical to achieving the priorities of the University's Access and Participation Plan.

SAS is a large and diverse Directorate comprising circa 165 colleagues who, between them, work in every university building and have a strong online presence to support and collaborate with students and colleagues who prefer/need to work virtually. SAS teams are very flexible and roles evolve with changing needs. There is a strong commitment to developing the skills and capabilities of colleagues through a proactive programme of staff development. The post holder will be expected to engage in personal development and to be a role model to all members of the team.

The post is based in the West End but the post holder may be expected to work at any of the University sites as required. 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.

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.

### **Library and Archives Service**

The Library and Archives Service comprises around 50 people, working in the following teams:

- Library Research and Education Services
- Content and Digital Services
- Library Operations
- University Records and Archives



# JOB DESCRIPTION

**Job Title: Enact Project Coordinator**

**Reports to: Enact Project Lead**

**Department: Student and Academic Services**

**Grade: NG4**

## ROLE PURPOSE

To support the Enact Project Lead and Enact team to deliver all aspects of the Enact Project, raise the profile of Enact, working with University of Westminster colleagues and external project team members and stakeholders across the UK. This includes building a solid knowledge of the project and the context within which it is situated, maintaining project management documentation, creating, commissioning and delivering content across communication channels for a range of external national and international audiences, organising meetings and events and liaising with colleagues at internal and external partners and organisations.

## PRINCIPAL ACCOUNTABILITIES

1. Maintain and monitor the overarching Enact project management documentation e.g. Enact Work Plan, Enact Risk Register and Enact Communication Plan Maintain the Enact SharePoint site and keep Enact Project Lead and Enact Repository Manager up to date.
2. Liaise with the Enact technology partner and Enact Repository Manager to ensure the Enact technology build project documentation and channels are monitored and on track, escalating any concerns to the Enact Project Lead.
3. Liaise with the Enact Executive Group, Technology Partner other external stakeholders (e.g. Enact Community Advisory Group, Pathfinder Project teams, research funders, other research infrastructure services (e.g. other AHRC infrastructure for Digital Arts and Humanities (iDAH) data services), the wider Enact community and communities with an interest in or crossover with Enact (e.g. learned societies and professional association interest groups) to organise and schedule meetings and events (e.g. training workshops, community meetings).
4. Build and/or maintain knowledge about the Enact project and the associated scholarly communications and practice research context in order to enable effective delivery of the tasks associated with the role.
5. Contribute to the planning, scheduling and, organisation of and participate in online and face to face meetings, training sessions and events. This includes creating content and messaging, and booking rooms, organising catering, carrying out relevant processes such as risk assessments.



6. Create and/or commission content, including writing reports and updates, for a range of external academic and domain communities and for a variety of purposes (e.g. briefings, skills).
7. Carry out editorial duties for, which will include both the creation and/or commissioning of content for and maintain the Enact website, social media channel(s) and tools such as the Enact Zotero group in line with University and or best practice approaches, guidelines and frameworks.
8. Act as Secretary to the Enact Steering Committee (annual) and Community Advisory Group meeting (annual), which includes drafting agendas, meeting papers and minute-taking. Provide secretarial support for aligned groups e.g. related Research Data Alliance Interest Group.
9. Assist the Enact Project Lead to collate and analyse a range of qualitative and quantitative data to enable evaluation and monitoring across the project including feedback and data from training and events to inform reporting activities and producing team updates.
10. Undertake any other duties as appropriate within their competence as required by the Enact Project Lead from time to time.

## CONTEXT

The University of Westminster has been chosen by the Arts and Humanities Research Council (AHRC) to establish the Enact Practice Research Data Service (Enact). Enact forms part of UK Research and Innovation (UKRI) digital research infrastructure as part of the AHRC's infrastructure for digital arts and humanities (iDAH) programme and as such will build both a national and global profile.

The Enact project will establish a core national data service for practice research. The Enact consortium is led by the University of Westminster's Library & Archives Service, working in close collaboration with the College of Creative Arts and Technologies, particularly the Westminster School of Arts. The Enact Executive Group (made up of the Enact Project Lead and Co-Leads) will direct the long-term strategy and vision of Enact. The Enact: PR Voices and SPARKLE Phase 2 project will be overseen by the Enact Steering Committee.

Enact will:

- build a scalable, open-source repository which will be delivered by the Enact technology partner.
- integrate with open metadata and persistent identifier standards and enable participation in aligned communities) to capture and evidence (and in the longer-term preserve) process, practice, and 'end product' data (including documentation) created by practice researchers.
- enable Findable, Accessible, Interoperable and Reusable (FAIR) (which may be open) practice research.



- be underpinned by a governance structure with representation from key stakeholder groups.

The Enact repository, and the associated website, will provide a 'shop window' digital space for practice research and a forum for the practice research intersectional community of practice. With an initial focus on creative practice research, it will further enable practice research across disciplines to be captured in the future.

The Enact team will deliver a programme of community advocacy and engagement links to existing resources, regular news and blog posts, and highlighting of events. They will deliver targeted training sessions and compile practice research training resources.

The Enact team sits with Library Research and Education Services alongside (and works closely with) the Library Research Services team responsible for open research, open access, research data management and the University of Westminster Press. It will contribute to the University's open research environment and commitment to a modern research culture.

## DIMENSIONS

The post holder will be a key part of the project team and work across all project team organisations and with external organisations. The role is a fixed-term position for 3 years on a 0.4 FTE.

## KEY RELATIONSHIPS

### Key internal relationships

Enact Project CoLead (University of Westminster  
Associate Head of College (Research & Knowledge Exchange):  
College of  
Creative Arts and Technologies  
Information Systems and Support (ISS) and Finance  
Research and Knowledge Exchange Office Team  
Library Research Team  
REF Director  
Head of Library & Archives Service

### Key external relationships

Enact Executive Group and teams at University of Leeds, Queen Mary University of London  
AHRC Digital Research Infrastructure Team  
Other AHRC infrastructure for Digital Arts and Humanities (iDAH) services and projects  
Enact Technology Partner  
Enact Pathfinder project teams  
External groups such as Research Data Alliance.



# PERSON SPECIFICATION

## QUALIFICATIONS

### Essential

Educated to at least GCSE level (or equivalent) in English and Maths or with equivalent demonstrable experience and relevant skills

## TRAINING AND EXPERIENCE

### Essential

1. Prior experience of supporting projects in either an administrative or coordinating capacity that has included maintaining project management documentation, such as project work plans, risk registers within a large complex organisation.
2. Experience in creating, managing and developing content for websites and social media platforms including drafting reports, briefings etc.
3. Experience in using online platforms such as WordPress to add content.
4. Experience in providing secretarial support (including taking minutes) for meetings.
5. Experience in supporting and/or organising events.

### Desirable

1. Experience working in a university and/or research organisation.
2. Awareness of open access, open research and/or research data management.
3. Awareness of practice research and its unique nuances and challenges within the scholarly communications landscape.

## APTITUDES, ABILITIES AND PERSONAL ATTRIBUTES

### Essential

1. Strong verbal and written communication skills.
2. Microsoft Word, Excel, SharePoint, PowerPoint or equivalent.
3. Accuracy and attention to detail.
4. The ability to prioritise tasks, manage time and solve problems.
5. Confident in making decisions based on knowledge and experience of procedures.
6. Excellent analytical and problem solving skills with a commitment to providing excellent customer service.
7. Ability to establish positive working relationships with a range of individuals (both academic and non-academic stakeholders), including contacts within and outside an organisation.
8. The ability to work independently and as part of a team.
9. 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.



# 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 11.59pm on 31 March 2026.**

**Interviews will take place within week commencing 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)

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