

Institute of Development Studies
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CURRENT EMPLOYMENT: **Project Manager, Institute of Development Studies**

OVERVIEW

Poppy Bardwell is an experienced Project Manager who manages a portfolio of projects and works with researchers, knowledge, and communications specialists across the institute.

As a Project Manager, Poppy is responsible for providing financial, contractual and operational management – including managing contracts, subcontracts, reporting and budgeting; funder and partner liaison; proofreading, copy editing and editorial coordination; and logistics, travel and events – as well as supporting the coordination and development of funding proposals.

EDUCATION AND QUALIFICATIONS

ONGOING	APM Project Management Qualification (PMQ) Management Skills Centre, UK
JULY 2018	Introduction to Editorial Skills: Copy-Editing and Proofreading Publishing Training Centre, UK
2008 - 2011	BA (Hons) in International Relations (2:1) University of Sussex, UK

RECORD OF EMPLOYMENT

JAN 2017 - PRESENT **Institute of Development Studies (IDS), UK**

Project Manager (May 2022 – present)

Senior Project Support Officer (August 2019 – April 2022)

- Manages a portfolio of projects.
- Preparing, monitoring and maintaining work plans and budgets to ensure projects are delivered on time within budget, including adaptive budget management where budgets are regularly reviewed and reforecast depending on changing needs.
- Co-ordinating day-to-day operational aspects including supporting meetings, arranging travel logistics and event management.
- Maintaining project documentation; managing risk registers; ensuring systems, policies and procedures are adhered to, including maintaining oversight of contractual commitments.
- Setting up and managing partner subcontracts; liaising with funders, partners and others involved in the project; and coordinating and ensuring delivery of funder reporting.
- Experienced in taking projects from proposal, to contracting, to project set up and through implementation to project close.
- Providing editorial support, both in terms of copy editing, formatting and proofreading reports, publications, and other outputs, as well as liaising with external copy editors and designers and facilitating production processes.
- Editorial coordination for [The SAGE Handbook of Participatory Research and Inquiry](#), a 71-chapter book involving 150 authors and edited by Danny Burns, Jo Howard and Sonia M. Ospina.
- Worked with web developers to create a new online knowledge platform, [CGDKN](#) (launched January 2021), and developed the editorial guidelines for internal management of the website.

Selected projects:

- Project Manager, [Knowledge Translation in the Global South](#), funded by IDRC, 31/01/22-31/01/23, CAD \$400,000
- Project Manager, [Covid Collective Research Platform](#), funded by FCDO, 31/08/20-31/03/23, £6.5m
- Senior Project Support Officer / Project Manager, [Supporting Knowledge Translation for Research on Socio-Economic Responses to Covid-19 \(CORE\)](#), funded by IDRC, 08/10/20-08/07/23, CAD \$989,200
- Senior Project Support Officer, [UK Anchor Institution for the China and International Development Research Network](#), funded by FCDO, 01/05/19-30/12/21, £645,000
- Project Support Officer from 01/17, Project Manager from 09/19, [The Impact Initiative](#), funded by ESRC-FCDO, 16/03/15-15/06/21, £3m

Project Support Officer (January 2017 – August 2019)

- Worked with the Cities Cluster and Knowledge, Impact and Policy team at IDS to provide support for proposals and projects.
- Setting up contracts and subcontracts, supporting the development of TOR and tracking contract milestones and deliverables; tracking project progress, monitoring budgets, invoicing, and assisting with reporting requirements.
- Scheduling and supporting meetings; coordinating the logistics for and supporting events; booking travel.
- Proofreading, copy editing and formatting reports, working documents and other publications.
- Supported [The Impact Initiative](#) website, which included adding content, sourcing suitable images, liaising with grant holders, and scheduling tweets to promote blogs, news and projects being featured on the site.

JAN 2013 – DEC 2016

Admissions Office, University of Sussex, UK

Undergraduate Admissions Coordinator (March 2013 – December 2016)

- Responsible for processing undergraduate UCAS applications for a group of subjects.
- Researching qualifications; providing guidance to Admissions Tutors on applications, qualifications and admissions policies; arranging interviews; inputting decisions; and second checking offers for other subject areas.
- Working with international students to assist with visa applications and acting as a supervisor in the Clearing call centre during August.

Undergraduate Admissions Assistant (January – March 2013)

- Providing support to the Undergraduate Admissions team.

AUG 2011 – DEC 2012

Office and Editorial Assistant, Global ELT, UK

- Global ELT is a small, independent publishing company producing educational resources for students learning English as a second language.
- Administrative responsibilities included invoicing, packing and distributing orders, maintaining a stock list, and dealing with customer and distributor enquiries.
- Editorial work included copy editing and proofreading, writing model answers, answer keys and answer justifications, writing an e-newsletter and sending to the mailing list, using Quark Publisher to edit layout, and using Dreamweaver to update the website.