

## Candidate Information

**Position:** Public Engagement Co-ordinator  
**School/Department:** Wellcome-Wolfson Inst for Experimental Medicine  
**Reference:** 21/109277  
**Closing Date:** Monday 22 November 2021  
**Salary:** £24,871 - £28,756 per annum pro rata  
**Anticipated Interview Date:** Monday 6 or Tuesday 7 December 2021  
**Duration:** FTC available until 31 July 2023

### JOB PURPOSE:

Provide clerical, research and organisational support within the Faculty Engagement Hub and to support the delivery of the Faculty's ISSF Public Engagement remit. Contribute to the overall work programme of Faculty Public Engagement, but taking a lead role in developing engagement opportunities for Ophthalmology and Respiratory research. The post entails forming relationships with community and third sector organisations as well as facilitating meetings and events with researchers, patients and members of the public.

### MAJOR DUTIES:

1. Carry out desk based analysis of the HEI Public Engagement sector identifying business relevant to the Faculty of Medicine, Health & Life Sciences.
2. Monitor social media and internet to gather intelligence and produce ideas on topical and relevant issues that provide opportunity for engagement with key stakeholders.
3. Manage the Faculty Engagement website and social media channels and track their effectiveness using Google Analytics and/or other monitoring tools.
4. Coordinate the development, dissemination and evaluation of relevant promotional materials, campaigns and publications relating to Public Engagement, liaising with colleagues to produce engaging material and content.
5. To assist in the development of training and support initiatives for the ISSF appointed Fellows.
6. Provide assistance to University staff to support their public engagement activity and ensure it is operating within appropriate policies, procedures and strategies.
7. Assist in the planning and organisation of events and activities to support the work of the Faculty Engagement Hub and assist with wider University Public Engagement.
8. To facilitate Public Engagement training and knowledge-sharing and create new networks and opportunities within FMHLS, patient organisations, patients, carers and members of the public.
9. To assist in the administration and maintenance of PE activity and evaluation records and generating reports as required.
10. To support development of appropriate print and electronic communications. To communicate efficiently, effectively and courteously, virtually and in person, with staff, patients and a variety of external bodies.
11. To carry out any other duties appropriate to the post as may be reasonably requested by the Faculty Engagement Manager.

### Planning and Organising:

1. Plan and co-ordinate appropriate activities across projects.
2. Prioritise workload to ensure that objectives within the areas of responsibility are achieved.

### Resource Management Responsibilities:

1. Daily contact with Line Manager and other Faculty MHLS staff.
2. Significant contact with researchers across MHLS Schools and Research Centres, with Health & Social Care bodies and with patients and members of the public.
3. Some contact with other University offices, students and service providers.

**Internal and External Relationships:**

1. Ensure the accurate collection of information from internet sources.
2. Maintenance and update of Faculty Engagement website.

**ESSENTIAL CRITERIA:**

1. Relevant academic/vocational qualifications (2 A Levels, NVQ 3 or equivalent). AND. Minimum of four years' relevant clerical / administrative experience to include:
  - Responsibility for prioritising own workload and meeting deadlines
  - Preparation and compilation of reports for senior management
  - Creation, maintenance and effective use of databasesOR 6 years' relevant clerical / administrative experience.
2. Minimum 2 years' experience of effective management of web and social media.
3. Proven experience of researching and summarising policy issues.
4. Demonstrable experience of providing excellent customer service and maintaining a confidential and professional approach in all areas of work.
5. IT literacy and up to date practical knowledge of relevant software packages including Microsoft Office in a working environment.
6. Analytical and problem solving skills, including the ability to analyse reports, understand and interpret statistical data and present an overview.
7. Excellent written communication skills with proven ability to produce clear and concise written material to a high standard.
8. Excellent verbal communication and interpersonal skills with the ability to build relationships with people at all levels.
9. Ability to work on own initiative as well as part of a team.
10. Ability and willingness to, where required, work flexible hours to meet the needs of the service (i.e. evening, weekend, public holiday work).

**DESIRABLE CRITERIA:**

1. HND or University degree in academic field relevant to the duties of the post.
2. Experience of event management.
3. Knowledge of current issues impacting on Higher Education.
4. Experience of working in a large organisation.
5. Experience of writing reports and providing presentations for managers.
6. Full, clean driving licence and access to a car for business use or the ability to fulfil the mobility requirements of the post.