

Candidate Information

Position:	Project Co-Ordinator
School/Department:	School Office (Elect, Elect Eng & Comp Sci)
Reference:	23/110959
Closing Date:	Monday 19 June 2023
Salary:	£30,619 per annum
Anticipated Interview Date:	Friday 30 June 2023
Duration:	Fixed term for 2 years

JOB PURPOSE:

To work alongside a mixed team of academics and Professional Services Staff, managed by the eFutures Network Manager and supported by a finance role, to coordinate events and activities associated with the eFutures Network and supporting the Project to ensure that strategic goals are met.

The eFutures Project is an EPSRC collaborative project led by Queen's and involving the universities of Bristol, Cambridge, Edinburgh, Glasgow, Kings College London, Liverpool, Manchester, Newcastle, Nottingham Trent, Sheffield, Southampton, Sussex, Ulster, York and Imperial College London.

MAJOR DUTIES:

1. Manage the social media communications and the Network website, including opportunities to create content.
2. Enhance network interconnectivity by exploring more effective use of social media and updating the eFutures website (WordPress) to better engage members and particularly encourage industry-academia collaboration.
3. Help coordinate a large conference in Belfast, with international speakers and attendees from across the UK and RoI. This will involve all aspects of event planning, including marketing the event, as well as liaising with Queen's preferred travel agent to ensure the travel arrangements are in place.
4. Organise a series of network events, focusing on 'industry pull' and including specialist early- and mid-career researchers workshops, community events including organising agendas, venues, etc., and helping the Manager to source speakers.
5. Organise any necessary merchandise and printing associated with the events and network activities.
6. Supervise the financial processing of events organisation, attendee and speaker expenses, etc.
7. Help to develop and nurture close links and collaborate in events with other networks such as Connected Everything: Industrial Systems for the Digital Age, CommNet2 and the UK Research Institute in Secure Hardware and Embedded Systems (RISE) etc.
8. Record actions decided in internal and external meetings and liaise with the Network Manager and wider team to monitor the status of these.
9. Co-Ordinate monitoring activities within the Network to ensure that evidence for impact is collected in a timely and a usable manner.
10. Undertake any other duties appropriate to the grade and role that may reasonably be requested by management.

ESSENTIAL CRITERIA:

1. Relevant academic/vocational qualification (eg A-levels, NVQ 3 or equivalent).

2. At least 3 years' relevant (demonstrable) experience across at least 3 out of the following:
 - Evidence of organising meetings and events;
 - Engaging and negotiating with staff;
 - Working in a strategic environment and contributing to the delivery of strategic plans;
 - Supporting the delivery of collaborative projects and project management;
 - Implementing and supporting complex systems and procedures;
 - Use of new technology/social media in engaging community/user base;
 - Working on websites, especially WordPress, to update them and upload content;
 - Keeping records e.g. minutes, action items, monitoring data etc;
 - Marketing, whether online, by email, on social media, in person or in print; and
 - Communications, either internally or externally.
3. Ability to communicate complex information clearly.
4. Very good written and spoken English language communication skills.
5. Ability to work as part of a Team and participate in internal and external networks.
6. Ability to produce high quality presentations.
7. Ability to facilitate collaboration and communication.
8. Ability to assess and organise resources.
9. Ability to meet the mobility requirements of the post, particularly the requirement to attend meetings with companies and universities across the UK.

DESIRABLE CRITERIA:

1. Evidence of one of the following:
 - Expertise in WordPress.
 - Experience in graphics platforms e.g. Canva.
 - Supporting the creation and delivery of successful research funding proposals.
 - Working within the HE environment in supporting collaboration activities.
 - Evaluating projects and establishing data collection protocols considering the needs of multiple stakeholders.