

Candidate Information

Position:	Education and Public Engagement Manager
School/Department:	School of Biological Sciences
Reference:	24/111823
Closing Date:	Monday 13 May 2024
Salary:	£46,497 - £57,141 per annum
Anticipated Interview Date:	Thursday 23 May 2024
Duration:	Fixed term, available until 31 December 2029.

JOB PURPOSE:

The post holder will lead and implement the Education and Public Engagement (EPE) agenda within the Sustainable and Resilient Food System Co-Centre, an exciting new venture, funded by Science Foundation Ireland (SFI), UKRI and DAERA and managed jointly by Queen's University Belfast (QUB), University College Dublin (UCD) and the University of Sheffield (UoS). Working closely across the 3 jurisdictions, the EPE Manager will be responsible for developing, coordinating, and implementing an ambitious and integrated EPE programme to enhance the public understanding of food systems and its impact on society. They will be responsible for ensuring the achievement of the Co-Centre's EPE KPIs and for securing additional external funding to expand all EPE activities. They will link closely with the funder(s) EPE Programmes and support the Co-Directors in the development and maintenance of positive relationships with key stakeholders including industry leaders, education, statutory and funding bodies, charities and patient advocacy groups, government, politicians, and policy makers.

The Co-Centre is committed to developing education and public engagement activities that will inspire, excite, and motivate an interest in science and technology to help lay the foundations for a new generation of scientists and this will be driven by the EPE Manager.

MAJOR DUTIES:

1. Design, lead, and coordinate the Education and Public Engagement programme across the Co-Centre.
2. Contribute to strategic planning within the Co-Centre and develop six-to-twelve-month project plans and reports, including targets, milestones, and resources, to ensure delivery, and tracking of agreed events and activities.
3. Plan and coordinate the Co-Centre's engagement, outreach activities and campaigns with a range of internal and external stakeholders to highlight and promote the impact of the Co-Centre research.
4. Liaise with Co-Centre staff at UCD and UoS in planning, organising, and evaluating EPE programmes.
5. Promote the EPE work of the Co-Centre to research communities, funders, national business communities, international stakeholders, professional and specialist bodies and other organisations.
6. Chair the Co-Centre EPE committee which includes industry and external academic advisors.
7. Lead/participate in relevant university committees and external professional networks relating to public engagement.
8. Network with, and maintain strong relationships with all stakeholders, to align research agendas and EPE activities.
9. Represent EPE within the Co-Centre research programmes working closely with the EPE champions across the research programmes to ensure that EPE is considered in all the activities of the Co-Centre, share best practice, and ensure consistency of approach.
10. Develop, organise, and deliver EPE programmes to meet the training and capacity building needs of the Co-Centre researchers.
11. Manage the activities of administrative support staff in organising EPE events.
12. Lead applications for further external grant funding to support and further develop public engagement activities, with input from Co-Centre research staff.
13. Monitor and evaluate performance in the delivery of EPE activities and provide high quality reporting for the Co-Centre senior management and use findings to set strategies, interventions, operations, and future activities.
14. Play a lead role in the provision of innovative and effective marketing collateral making best use of central resources to ensure the transformative nature of the Co-Centre research is clearly articulated and promoted.

15. Develop and manage effective and efficient administrative policies, processes, and systems to support the strategic plans and objectives.

16. Oversee the Co-Centre website, social media platforms and organisation of local, national, and international showcase events.

17. Undertake other such duties as reasonably required by the Co-Directors.

ESSENTIAL CRITERIA:

1. Honours degree (or equivalent qualification) in any subject.

2. Significant relevant experience within a public engagement, outreach, or communications in a STEM environment to include:

- Knowledge of EPE methodologies and evaluation methods.
- Experience in the development of departmental strategies and action plans to maximise competitive advantage.
- Experience of creating public engagement programmes which translate the impact and significance of research to a lay audience.
- Experience in leading a team of engagement professionals, directing operational activities in line with desired outcomes.
- Proven track record of leading, organising and planning a broad range of multiple, complex, and long-term activities and events in short, medium, and long term to include training courses, meetings, and seminars.
- Success in managing a project team of both internal and external resources and to effectively deliver on project objectives.
- Evidence of strong interpersonal and networking skills with the ability to deliver professional advice and support to potential stakeholders and to engage and interact with people at all levels.
- Experience of developing relationships at a senior level with key internal and external stakeholders.
- Experience of publication management, including overseeing design, print, copy writing and editing.
- Experience of acting as an institutional ambassador at external events.
- Experience of developing and writing promotional materials. Web content development and management experience.
- Experience in preparing and producing statistical reports.
- Experience of interpreting and analysing data to provide recommendations which inform strategic plans.

3. Excellent oral presentation skills and track record of presenting to senior stakeholders. Ability to influence individuals and groups through presentation delivery.

4. Ability to think strategically in the delivery of a plan to achieve targets.

5. Ability to explain complex ideas simply and effectively.

6. Ability to work on own initiative and react to business needs.

7. Ability to work as part of a team.

8. Creative mind and ability to find innovative solutions to complex problems.

9. Willingness to undertake travel within the UK, EU and International if necessary.

10. Willingness to work in evenings, weekends and public holidays as is required to meet the requirements of the role.

11. Full driving licence or the ability to fulfil the mobility requirements of the post.

DESIRABLE CRITERIA:

1. A relevant Postgraduate qualification.

2. Detailed working knowledge of relevant systems and policies and procedures associated with the Education and Public Engagement role within the HE setting.