



## Candidate Information

<b>Position:</b>	Graduate Research Intern (0.25 FTE)
<b>School/Department:</b>	Research and Enterprise
<b>Reference:</b>	24/112050
<b>Closing Date:</b>	Monday 15 July 2024
<b>Salary:</b>	£33,785 per annum, pro rata.
<b>Anticipated Interview Date:</b>	Wednesday 14 August 2024
<b>Duration:</b>	Fixed term for 31 months

### JOB PURPOSE:

To co-ordinate the Languages Mentoring Programme in collaboration with languages staff in AEL and NICILT; and to collaborate with key aspects of the design and evaluation of the programme. The successful candidate will be expected to work independently, managing their own time and workload, and may on occasion need to work outside of normal working hours to meet deadlines / demands of the post.

### MAJOR DUTIES:

1. To work closely with Prof Janice Carruthers, Dr Ian Collen, staff in Languages at Queen's, post-primary schools in NI, and QUB languages students, in order to design, roll out and evaluate the Languages Mentoring Programme across several schools in Northern Ireland.
2. To oversee the co-ordination of the following tasks: selection of mentors; police checks for mentors; training of mentors; organizational support for mentors; selection of participating schools; liaison with schools; questionnaire design; data gathering with schools; preparation of language materials for mentoring; event organisation; quantitative and qualitative data analysis and evaluation; troubleshooting on practical issues.
3. To be the central point of contact and co-ordination for the Languages Mentoring Programme for three academic years.
4. To monitor and report progress, ensuring agreed strategy and plans are implemented and meet with professional and quality standards.

### ESSENTIAL CRITERIA:

1. A degree that includes French, Irish or Spanish.
2. Research experience in questionnaire design.
3. Research experience in quantitative and qualitative analysis.
4. Experience at postgraduate level of analysing complex data and writing up research findings.
5. A deep understanding of the current context of language teaching in schools.
6. Experience of working as part of a team and independently.
7. Excellent IT skills, including the ability to use Microsoft programs such as Word, Excel and PowerPoint.
8. Demonstrable organizational skills.
9. Strong problem-solving abilities.
10. Highly-developed communication skills, both oral and written.
11. Ability to plan and to manage resources.

### DESIRABLE CRITERIA:

1. An understanding of the CCEA GCSE and A-level curricula in French, Irish or Spanish.
2. A period of residence working or studying abroad or in the Gaeltacht.
3. Experience of teaching or tutoring at GCSE or A level.
4. Experience of working with young people under 18.