



Candidate Information

Position:	Project Coordinator - 0.8 FTE
School/Department:	School of Arts, English and Languages
Reference:	24/112310
Closing Date:	Tuesday 26 November 2024
Salary:	£33,785 - £38,765 per annum (pro-rata 0.8 FTE)
Anticipated Interview Date:	Thursday 12 December 2024
Duration:	21 months

JOB PURPOSE:

This project is funded by the Department for Communities, and represents a paradigm shift for d/Deaf Studies and Sign Language Interpreter training in Northern Ireland. The project involves delivery of a range of interrelated strands:

- Management of the MA in Interpreting (BSL and/or ISL), which began in September 2024.
- Ensuring the logistical and academic integration into the overall project of the associated doctoral research programme, that began in November 2024.
- Ensuring the logistical and academic integration into the overall project of the associated postdoctoral research programme, due to begin in January 2025.
- Contributing to the design of research projects, such as the current North-South call.
- Ensuring all necessary adjustments for d/Deaf and d/Deaf-blind students and project participants are identified and solutions sourced.
- Dissemination activities through the Sign Language Network.

Reporting to the Director of the Centre for Translation and Interpreting, the Project Manager is responsible for ensuring the smooth operation of these various strands, as well as establishing and monitoring strategic relationships with the d/Deaf community and other stakeholders, such as the Department for Communities and other relevant charitable organisations.

MAJOR DUTIES:

1. Working with the Director of the Centre for Translation and Interpreting and relevant external stakeholders to identify and develop project plans and adopting formal project management methodologies to ensure the effective delivery of the key stages and goals within the agreed constraints of time, cost and quality.
2. To ensure that all necessary adjustments for d/Deaf and d/Deaf-blind students and project participants are identified and solutions sourced.
3. To enhance the project's local and international networks, through representing the project where appropriate on external forums and develop the reputation, regionally, UK-wide and internationally.
4. To organise the delivery of specialist events, principally through the Sign Language Network.
5. To communicate verbally and via emails or a suitable platform such as SignLive to internal and external stakeholders in a professional and timely manner.
6. To identify and source support materials and to guide timely and appropriate purchasing and contracting via QUB processes.
7. To co-ordinate, plan, minute and monitor progress against action plans agreed at each stage between the post-holder and appropriate stake-holders, identifying barriers to delivery at the earliest opportunity.
8. To work with project students (for example in the sourcing of interpreter assistance or by giving advice on issues in d/Deaf studies) and with project researchers by advising on and assisting with the preparation and implementation of research proposals.

ESSENTIAL CRITERIA:

1. Relevant academic/vocational qualifications (e.g. A-Levels, NVQ 3 or equivalent).

2. At least 3 years recent relevant experience with the local d/Deaf community and a high level of understanding of current issues in d/Deaf Studies.
3. At least three years experience of work as a Sign Language interpreter.
4. Experience of building and managing relationships in a collaborative context with a range of internal/external stakeholders.
5. Ability to work with the technology required to facilitate remote interpreting, trascription and translation, both in meetings and public events.
6. Evidence of managing events/ workshops.
7. Evidence of strong interpersonal and networking skills with ability to relate to and influence internal and external stakeholders.
8. Well-developed analytical skills and ability to analyse complex information to problem solve and inform decision making.
9. Excellent written and oral communication skills as well as an ability to influence at all levels.
10. Ability to work independently with a high level of self-motivation, whilst also working in a wider team.

DESIRABLE CRITERIA:

1. A PhD in an area of Deaf Studies or Sign Language Interpreting.
2. Previous experience in a research environment.

ADDITIONAL INFORMATION:

Informal Enquiries to Dr Chen-En Ho: c.ho@qub.ac.uk