

Candidate Information

Position:	RiSC+ Project Coordinator (Grade 6) Fixed-term contract until 31st March 2028
School/Department:	Queen's Business School
Reference:	25/112402
Closing Date:	Monday 17 February 2025
Salary:	£33,785 - £38,765 per annum
Anticipated Interview Date:	Thursday 27 February 2025
Duration:	42 months

JOB PURPOSE:

To work alongside a mixed team of academics and Professional Services Staffs, managed by the RiSC+ Network Manager and supported by an admin role, to coordinate events and activities associated with the RiSC+ project and support the project to ensure that strategic goals are met.

The Relmaging Supply Chains Network Plus (RiSC+) is housed at Queen's University Belfast, collaborating with partner institutions, including Ulster University, the University of Plymouth, Nottingham Trent University, the University of Derby, and the University of Reading. The network is also supported by a range of partners, including Moy Park, Foods Connected, Coca-Cola, The College of Agriculture Food & Rural Enterprise, The Department of Agriculture, Environment and Rural Affairs of Northern Ireland, Catapult Digital and Victoria and Albert Museum Dundee.

MAJOR DUTIES:

1. Manage the social media channels and the Network website, with opportunities to create content.
2. Help coordinate a large conference in Belfast, with speakers and attendees from across the UK and rest of the globe. This will involve all aspects of event planning, and marketing, as well as liaising with Queen's preferred travel agent to ensure travel arrangements are in place.
3. Organise a series of network events, focusing on 'industry pull' and including specialist early-career researchers workshops, community events including organising agendas, venues, etc., and helping the Network Manager to source speakers.
4. Organise any necessary merchandise and printing associated with the events and network activities.
5. Help to develop and nurture close links and collaborate in events with other networks such as The AFN Network+, AGZERO+, a UKRI Network Plus in Digital Twinning and etc.
6. Record actions decided in internal and external meetings and liaise with the Network Manager and wider team to ensure the actions are done.
7. Co-ordinate monitoring activities within the Network to ensure that evidence for impact (e.g., data, information, or findings that demonstrate the outcomes or effects of a particular activity) is collected in a timely and a usable manner.
8. Manage day-to-day relationships with partner institutions, project partners and external organisations within the Network. Interact with internal departments (e.g. procurement, contracts, finance, people and culture, research governance) and with external stakeholders to ensure smooth operations.
9. Undertake any other duties appropriate to the role that may reasonably be requested by the Network Manager as well as the project PI and Co-Is.
10. Flexibility to travel as part of the role, particularly the requirement to attend meetings with companies and universities across the UK.

ESSENTIAL CRITERIA:

1. Relevant academic or vocational qualifications e.g. 2 A Levels or NVQ Level 3 in Administration or Business Management or equivalent OR Substantial relevant experience in a project or operational management role.

2. At least 3 years' relevant (demonstrable) experience in the following:
 - Demonstrable knowledge of website management systems, e.g. WordPress.
 - Using new technology and social media channels to engage with community/user base.
 - Supporting the delivery of collaborative projects and assisting with project management.
 - Excellent interpersonal skills for engaging with staff and stakeholders.
 - Demonstrable experience of effective marketing and communications activities e.g. email marketing, newsletters, social media management, and writing content for online platforms.
 - Proven evidence of organising events and meetings.
3. At least 3 years' relevant (demonstrable) experience across at least 2 out of the following:
 - Working effectively in a strategic environment and contributing to the delivery of strategic plans.
 - Implementing and supporting complex systems and procedures.
 - Proven track-record of collating and retaining data appropriately e.g. minutes, action items, monitoring data etc.
4. Excellent written and spoken English language and excellent ability to communicate complex information clearly.
5. Ability to produce high quality presentations.
6. Proven ability to work as part of a team and participate in internal and external networks.
7. Ability to facilitate collaboration and communication with the project team internally and with the stakeholders externally.
8. Ability to assess and organise resources for research and engagement activities.

DESIRABLE CRITERIA:

1. Expertise in web content management systems.
2. Experience in graphics platforms e.g. Canva.
3. Supporting the creation and delivery of successful research funding proposals.
4. Working within the HE environment in supporting collaboration activities.
5. Evaluating projects and establishing data collection protocols considering the needs of multiple stakeholders.

ADDITIONAL INFORMATION:

Informal inquiries may be directed to: Dr Hangfei Guo at h.guo@qub.ac.uk