



Candidate Information

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| Position: | Project Co-ordinator |
| School/Department: | School of Arts, English and Languages |
| Reference: | 25/112443 |
| Closing Date: | Monday 31 March 2025 |
| Salary: | £33,785-£38,765 per annum |
| Anticipated Interview Date: | Monday 7 April 2025 |
| Duration: | 36 months |

JOB PURPOSE:

To provide administrative and project support for a range of projects based in the Director's Office within the University's Research & Enterprise Directorate (R&E). The R&E Director's Office has responsibility for a dynamic portfolio of activities with constantly evolving priorities. The post holder will report to the Learning & Development Manager (Researcher Development) within the Director's Office, but will also play an instrumental role in supporting activities led by the other Managers within the team. The post holder will provide administrative support to a range of projects delivered by the above Managers, principally focussed on delivery of initiatives under the Queen's Fellowship Academy, the British Academy Early Career Network, the implementation of a Researcher Development programme and other projects that may emerge depending on resource requirements at particular periods.

MAJOR DUTIES:

1. Contribute to the development, management and review of the strategic priorities and operational activity of relevant projects, ensuring that agreed strategies, policies and development plans are implemented.
2. Support the day-to-day organisation and operations of the British Academy-funded Early Career Researcher Network (BA ECRN) for the North East and Northern Ireland (NENI cluster) by providing administrative and logistical support for the delivery of BA ECRN activities, including coordinating weekly meetings with delivery partners and quarterly progress reports for the British Academy.
3. Develop strong networks with all collaborators to optimise their engagement and maximise their possible contribution to the objectives of each project.
4. Oversee the organisation of network events and workshops (e.g., networking sessions, training workshops, and conferences), ensuring delivery meets project timelines and objectives.
5. Act as the primary point of contact for the 3 delivery partners within the NENI cluster, managing communications and resolving day-to-day queries in consultation with senior managers as needed.
6. Manage the administrative processes associated with the projects, by interacting with internal departments (e.g. procurement, contracts, finance, people and culture,) and with external to ensure smooth operations.
7. Manage the logistical aspects of the Queen's Fellowship Academy (QFA), including preparing agendas, writing detailed minutes, and maintaining action logs for monthly operational working group and committee meetings.
8. Maintain accurate and secure records of QFA fellows' progress, fellowship application, and participation in development activities including working in partnership with other professional support colleagues in R&E and other University directorates who may be the primary holders of this information.
9. Regularly update and manage the QFA's SharePoint site, social media accounts, and website, producing high-quality, impactful content in consultation with the Managers within the team.
10. Support delivery of the Researcher Development Programme by liaising with external facilitators and suppliers to schedule and coordinate development sessions for researchers, handling end-to-end logistics from booking venues to issuing participant communications.
11. Assist projects leads to manage the relevant budgets, ensuring accurate financial record keeping, including timely invoicing in line with University processes and the terms and conditions of funders.

12. Coordinate online learning resources and platforms, ensuring accessibility for researchers and aligning with the Programme's overall objectives.
13. Support other team activities within the Director's Office on an as-needed basis in-line with the grade level of the position, including assisting with the organisation and delivery of key team-led events and initiatives (e.g., strategy workshops, meetings), escalating complex issues to the Managers within the team as required.

ESSENTIAL CRITERIA:

1. Relevant academic/vocational qualifications (e.g. A-Levels, NVQ 3 or equivalent) OR substantial relevant experience in a project or operational management role.
2. Substantial relevant experience to include:
 - Successfully contributing to the delivery of complex projects, and of planning and completing project activities within fixed timeframes,
 - Demonstrable knowledge of the current research landscape and of the wider context relevant to Higher Education,
 - Evidence of managing and controlling project budgets and resources and a good understanding of financial management procedures,
 - Preparing high-quality written reports,
 - Assisting in the organisation and management of events,
 - Sourcing and analysing detailed and relevant information and interpreting and reporting on this in a meaningful way for the target audience.
3. Excellent IT skills, with proficiency in Microsoft Office applications including Word, Outlook, Excel and Powerpoint.
4. Ability to prioritise and manage own workload across a diverse portfolio of responsibilities, to meet tight deadlines.
5. Excellent interpersonal skills, and the ability to develop strong working relationships with colleagues and external stakeholders.
6. Strong team-working skills, with the ability to play a leading or supporting role as required.
7. Flexibility to work irregular hours on an occasional basis as required.
8. Willingness to travel nationally and internationally, as required.

DESIRABLE CRITERIA:

1. Web-editing and use of social media (in a professional context) or other visual communication methods (e.g. blogs, infographics, video or animation).
2. Experience of working with researchers across a wide range of disciplines.
3. Experience of managing and developing online learning resources.

ADDITIONAL INFORMATION:

Informal Enquiries to Peter Stephenson: p.stephenson@qub.ac.uk