

## Candidate Information

**Position:** Community Catapult Research Fellow  
**School/Department:** School of Social Sciences, Education and Social Work  
**Reference:** 25/112838  
**Closing Date:** Monday 8 September 2025  
**Salary:** £41,519 - £45,349 per annum.  
**Anticipated Interview Date:** Wednesday 24 September 2025  
**Duration:** 48 months

### JOB PURPOSE:

The C4 Community Catapult Research Fellow is located within Queen's Communities and Place (QCAP) at Queen's University Belfast and will, alongside community partners, define and maintain the standards for the project management lifecycle across the C4 catapult community sites namely Market Belfast, Darnley Sheffield, Brixton and Clackmannanshire. The role supports the C4 Senior Management Team in the co-ordination and administration of engaged research projects emerging from community needs. You will support and enable communities to ensure needs are met, risks and issues are monitored for quality, the recruitment and procurement procedures are adhered to, and financial controls are in place in line with relevant C4 processes and procedures.

This includes research support and the implementation and sharing of best practice across sites as well as the development and application of project procedures, tools and techniques. You will provide co-ordination, guidance, support and insight on the C4 initiative, act as a liaison between community partners and be the source of project information, emerging research evidence and metrics for community partners.

This centre is supported by UKRI through its creating opportunities, improving outcomes theme, one of five UKRI-wide initiatives aiming to harness the full power of the UK's research and innovation system to tackle large-scale, complex challenges. Through a five-year strategy, 'Transforming Tomorrow Together', UKRI aims to harness the full power of the UK's research and innovation system to tackle large-scale, complex challenges. To do this, UKRI is investing £185 million in five strategic themes which will continue tackling existential threats to humanity by encouraging new ways of working across disciplines.

### MAJOR DUTIES:

1. Maintain a personal research plan linked to the Centre for Collaboration in Community Connectedness research agenda.
2. Manage and monitor any relevant KPIs /benchmarking data to continually support work across community catapult sites.
3. Support shared learning and capacity development across catapults, ensuring effective liaison with project partners, funders, project boards as appropriate.
4. Maintain a high quality publication record by continuing to produce, publish and present work linked the Centre for Collaboration in Community Connectedness and QCAP at conferences and community events.
5. Create and maintain an overall Project Management Plan for the Community Catapult sites using well-established project management principles and practices to keep the C4 programme on track and to keep the extended team aligned with the strategic objectives of the overall initiative.
6. Plan, organise and maintain a regular schedule of community catapult project review meetings ensuring all relevant parties maintain an adequate level of attendance so that they avail of ongoing support.
7. Provide support and research evidence for development of community of practice and shared learning, also working closely with SHU-based centre management team.
8. Contribute to securing external funding from a range of sources (UKRI, charities and Government sources).
9. Develop and engage in research methodologies that add to knowledge/understanding appropriate to the project.
10. In liaison with relevant C4 Staff oversee the community catapult sections on the C4 website and social media platforms to ensure it acts as a dynamic relevant hub, and directly contribute content as required.
11. Any other duties commensurate with the grade.

**ESSENTIAL CRITERIA:**

1. An upper second class honours degree (or equivalent) or a Masters degree in a social science discipline.
2. Have or be about to obtain a PhD in a relevant subject.
3. Relevant research experience working on a project that relates to areas of interest to the Centre, i.e. Communities, mental health and well-being, social economy.
4. Experience of relationship building with stakeholder groups relevant to the centre e.g. community groups, voluntary sector.
5. Experience & knowledge of engaged research initiatives and of developing structures and systems in line with stakeholder requirements.
6. Evidence of literacy and numeracy, with the ability to write clearly for a variety of audiences, and to produce and analyse source material, information and data.
7. Authoritative knowledge of the work practices, processes and procedures relevant to the role, including broader sector/commercial/community awareness.
8. Highly organised and motivated individual with an understanding of the needs across the catapult sites.
9. Willingness and ability to travel to all four catapult sites on a regular basis.

**DESIRABLE CRITERIA:**

1. Demonstrable experience of Project managing.
2. Experience of conducting or analysing quantitative data from evaluations of early childhood development (specifically social emotional development) or education programmes, especially using experimental designs.
3. Experience in administrative data linkage.
4. Clear understanding of the research impact agenda.
5. Experience of evaluative research.
6. Experience of service improvement work.
7. Experience of managing research projects.
8. Experience of writing reports to external funders.
9. Experience of successfully organising events.

**ADDITIONAL INFORMATION:**

Informal enquiries can be directed to: Celine Reilly - C.Reilly@qub.ac.uk.