

Candidate Information

Position: SUMIT Belfast Community Research Fellow
School/Department: School of Social Sciences, Education and Social Work
Reference: 25/112841
Closing Date: Monday 8 September 2025
Salary: £41,519 - £45,349 per annum.
Anticipated Interview Date: Tuesday 23 September 2025
Duration: 36 months

JOB PURPOSE:

As SUMIT Community Research Fellow, the person will be based in QUB Communities and Place and will work closely with Start360, the coordinating body for the SUMIT demonstrator site in Belfast. They will provide a coordination, research and community outreach role within the regional SUMIT demonstrator site. They will work at local level to ensure close collaboration with SUMIT activity leads/partners and relevant stakeholders in the region. They will ensure that all SUMIT data needs are met and are to the highest ethical standards. They will undertake data collection and anonymisation, data analysis, dissemination and community outreach activities, prepare progress and output reports on their work and ensure they are escalated to the appropriate staff for reporting and monitoring. This role will coordinate demonstrator project teams, assigning tasks for SUMIT administration staff, setting deadlines, and ensuring that the team is working efficiently, coordinating tasks relevant to all SUMIT activities at regional level.

MAJOR DUTIES:

1. Undertake data collection and anonymisation, data analysis, dissemination and community outreach activities for the SUMIT Demonstrator site.
2. Undertake research and development activities that may include fieldwork, critical evaluation, interpretation and preplanning, computer-based data analysis and re-evaluation in consultation with the supervisors, collaborators and other stake holders.
3. Ensure all SUMIT data needs are met and are to the highest ethical standards and undertake secondary data research to inform data collection where necessary.
4. Coordinate the demonstrator project team, ensuring that the team are fully informed of SUMIT implementation activities and are updated on progress.
5. Assign tasks and set deadlines for the regional SUMIT administration support.
6. Track progress and implementation of SUMIT for the demonstrator region ensuring that all issues are escalated to the SUMIT Programme Manager.
7. Read academic papers, journals and textbooks to keep abreast of latest relevant developments.
8. Work closely with SUMIT Community Researchers in other regional sites and the QUB-based SUMIT Senior Community Research Fellow.
9. Identify and engage with relevant local stakeholders in the community and voluntary sector to promote and disseminate the SUMIT project.
10. Act as a liaison between SUMIT management board and individual team members when issues or concerns arise, and ensure that any risks are raised at the earliest opportunity to the SUMIT Programme Manager and provide reports on local level implementation.
11. Present regular reports to the SUMIT Project Implementation Board and other stakeholders.

ESSENTIAL CRITERIA:

1. An upper second class honours degree (or equivalent) or a Masters degree in a social science or other relevant area.
2. Have or be about to obtain a PhD in a relevant subject.
3. Specific, relevant research experience working on a project that relates to health and social care services.
4. High level of analytical capability.
5. Prior experience of linking with key stakeholders and developing networks.

6. Ability to contribute to broader management and administrative processes.
7. Possess sufficient breadth and depth of specialist knowledge in Health and social care research methods and techniques, to work within SUMIT programme.
8. Willingness to undertake additional training in statistics/research methods and other related skills as required.
9. Ability to communicate complex information clearly.
10. Evidence of a high standard of report writing skills.
11. Ability to build contacts and participate in internal and external networks.
12. Ability to assess and organise resources and to work independently with minimal supervision.
13. Evidence of being able to work flexibly and to meet deadlines.
14. Willingness to work as part of a team.
15. Willingness to travel particularly within the regional demonstrator site.
16. Current valid driving licence and access to a car or ability to fulfil the mobility requirements of the post.

DESIRABLE CRITERIA:

1. Experience of working with addiction / mental health population or organisations specialising in this area.
2. Experience of writing reports for a range of stakeholders / funders.
3. Experience of successfully organising events.
4. Broad understanding of implementing digital tools.
5. Experience of working collaboratively with community-based organisations.

ADDITIONAL INFORMATION:

SUMIT is a project supported by PEACEPLUS, a programme managed by the Special EU Programmes Body (SEUPB).

Informal enquiries can be directed to: Niki McKnight - n.mcknight@qub.ac.uk.