

## Candidate Information

**Position:** SUMIT Senior Community Research Fellow  
**School/Department:** School of Social Sciences, Education and Social Work  
**Reference:** 25/112842  
**Closing Date:** Monday 8 September 2025  
**Salary:** £51,016 per annum  
**Anticipated Interview Date:** Tuesday 23 September 2025  
**Duration:** 36 months

### JOB PURPOSE:

At AC3 level, the SUMIT Senior Community Research Fellow will have responsibility for supervising, managing, and coordinating the work of the three Community Research Fellows in the SUMIT Demonstrator Sites. They will be responsible for managing and implementing the QUB-led SUMIT research activities (Training and Communities of Practice) under the direction of the QUB activity leads and the supervision of SUMIT Principal Investigator, ensuring deliverables and outputs are provided on time and to budget. Their responsibilities will include overseeing and coordinating all data and research needs within the demonstrator sites, especially in relation to ethics and General Data Protection Regulation (GDPR). They will coordinate all work in relation to complex data / research requirements by the SUMIT partners in digital and evaluation activities, ensuring that it is distributed throughout the demonstrator sites, ensuring that these are delivered to a high standard and in line with QUB governance, ethics and integrity processes and procedures. They will ensure dissemination of research to all relevant stakeholders both academic and non-academic audiences, collate quality progress and output reports and ensure they are escalated to the Programme Manager on time for reporting and monitoring to funders. They will maintain a personal research plan by managing and undertaking research activities in accordance with specific SUMIT project plan in the appropriate research cluster and maintain a high-quality publication record by continuing to produce, publish, and present work at conferences. They will engage in scholarly activity within the project team and wider academic arena (e.g. conference paper presentations, external funding secured, book reviews published, writing practice manuals, publication of professional materials). They will develop research proposals and funding bids in collaboration with colleagues with QCAP contributing to the strategic direction of QCAP and the overall School's research profile.

### MAJOR DUTIES:

1. Lead on research activities of the SUMIT project and provide expert advice to project partners and community and voluntary organisations involved in SUMIT.
2. Establish and lead SUMIT local demonstrator teams to support the governance and implementation of site-specific digital products and the local processes and procedures to accompany roll-out.
3. Develop and maintain a research management plan for the SUMIT project, working closely with SUMIT partners, ensuring that all data requirements are met to facilitate implementation and evaluation of SUMIT.
4. Ensure that SUMIT has access to all research and research-related resources and manage these in accordance with the rules and regulations of the funder.
5. Work closely with the digital and evaluation partners to ensure clear governance and implementing supporting structures are in place across the SUMIT project.
6. Oversee all ethical and GDPR requirements for the SUMIT project.
7. Support the development and delivery of an online Trauma Informed Practice skills model and digital skills programme with direction from the QUB training lead.
8. Manage, supervise, and coordinate the work of the community research staff to ensure successful implementation of SUMIT across demonstrator sites, directing and coaching staff where required.
9. Establish and lead a SUMIT Community of Practice across all demonstrator sites to facilitate capability building, project development, and knowledge exchange.

10. Provide quarterly research progress reports to the Programme Manager on SUMIT implementation ,ensuring they meet the funders' requirements.
11. Develop strong collaborations with SUMIT partners and other key stakeholders to ensure a high level of knowledge brokering and exchange to a range of audiences.
12. Work closely with colleagues contributing to the continued strategic development of QCAP.
13. Ensure continued professional and personal development in their area of expertise with continued engagement in scholarly activity and supervising PhD students where relevant.

**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 obtained a PhD in a relevant subject.
3. Have substantial post-PhD experience.
4. Have significant experience in managing and undertaking research activities in accordance with specific research plan.
5. Have experience in working in a collaborative project and/or leading on a specific work package within a research project.
6. Experience of directing, coaching and developing research staff.
7. Have a publication record.
8. Experience of writing reports for a non-academic audience.
9. Experience of designing, delivering and assessing courses to relevant levels (undergraduate, postgraduate, higher research degrees).
10. Experience of working with non-academic organisations particularly at the community level.
11. Experience of working in a multi-disciplinary / multi-institutional project.
12. Ability to work in a fast paced environment to ensure timelines are met and objectives achieved.
13. Ability to represent projects at a senior level to academic and non-academic organisations.
14. Ability to deal with and manage conflicting objectives to achieve a successful outcome.
15. Ability to build contacts and participate in internal and external networks.
16. Ability to communicate complex information to a range of audiences.
17. Ability to provide frequent updates and progress reports to funders or other external stakeholders.
18. Evidence of being able to work flexibly to meet deadlines.
19. Commitment to achieving project objectives to time and budget.
20. Willingness to travel as required.

**DESIRABLE CRITERIA:**

1. Experience of working on an EU research project.
2. Experience of designing and delivering online courses.
3. Experience of working collaboratively with community groups.

**ADDITIONAL INFORMATION:**

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

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