

Candidate Information

Position: SUMIT Project Support Officer
School/Department: School of Social Sciences, Education and Social Work
Reference: 25/112845
Closing Date: Monday 17 November 2025
Salary: £32,166 - £36,184 per annum
Anticipated Interview Date: Week Commencing 1 December 2025
Duration: 36 Months

JOB PURPOSE:

The SUMIT Project Support Officer role involves working in close liaison with the Project Manager, PI and other key stakeholders to support delivery of the SUMIT project within Queen's Communities and Place based in Queen's University Belfast and is responsible for all administrative duties on behalf QUB as the project lead partner. Working as part of a team, the post holder will perform a coordinating role and provide administrative support across all the demonstrator sites and with other academic institutional partners. This will include the creation and archiving of project files; validation and updating of project plans; supervision, production and dissemination of project communications, project actions and minutes from project meetings; and assistance with other project activities such as business requirements gathering, workshop facilitation and reporting. The role will also have a large governance remit and be responsible for documenting and implementing changes to SUMIT procedures and processes. And works closely with the Programme Manager and the Finance Officer assisting with preparation of progress and financial reporting to the funders.

MAJOR DUTIES:

1. Provide effective project and organisational support to all activities across all demonstrator sites and the SUMIT project and participate in the implementation and coordination of project activities.
2. Develop and maintain efficient management information systems that are used in the demonstrator sites and QUB, ensuring accurate and timely reporting to senior staff and external partners. e.g. contribute and maintain Highlight Reports, Board Reports, Exception Reports, Risk and Issues Logs, Decision Logs etc.
3. Assist the Project Manager with the administration and governance of project meetings with senior stakeholders, including administration of meetings, preparation of documents, preparation and circulation of agenda papers, organisation and communication, effective minute-taking and reporting.
4. Manage and implement the process for updating the project plan, including implementing the risk, issue and change control processes in line with project governance and monitor and alongside the Finance officer manage the project budget at QCAP.
5. Be the primary point of contact for all operational queries on site including H&S, data protection and procurement queries providing training and induction to Demonstrators on relevant policy and practice.
6. Build and maintain positive and effective working relationships with a range of stakeholders to ensure that all required work is completed within the agreed timescale and resource allocation, and information is effectively shared and updates communicated.
7. Represent the SUMIT project at external events, stakeholder meetings, and cross-institutional forums, promoting the objectives and impact of the project.
8. Provide project support on other projects within QCAP as agreed with the PI and Programme Manager and carry out any other duties, which are appropriate to the post as, may be reasonably requested.

ESSENTIAL CRITERIA:

1. Relevant academic / vocational qualifications (e.g. NVQ2, A Levels or equivalent) and recent relevant work experience. OR;
2. Significant relevant experience within a university or communities support environment.

3. Previous experience in a project related role with experience of:
 - Implementing administrative systems to ensure project governance.
 - Organising and coordinating cross-functional meetings, preparing agendas, and minutes and track actions.
 - Analysing complex information and presenting reports in varies formats.
 - Contributing to project plans and schedules.
 - Budget management / procurement practices.
4. Experience of working with multiple stakeholders.
5. Experience of servicing committees.
6. Experience of organising events.
7. Proven track record of being part of an effective team.
8. Evidence of working independently and confidently taking decisions within the remit of the role.
9. Knowledge of current and relevant GDPR and H&S requirements specific to demonstrator site.
10. Excellent IT skills including experience of using MS Excel, MS Word, MS Teams and email packages.
11. Confident communicator demonstrating the ability to interact with a variety of stakeholders and delivering training / guidance.
12. Willingness to travel to meet the needs of the post.

DESIRABLE CRITERIA:

1. Experience of working across multiple databases to communicate complex information to internal and external stakeholders.
2. Evidence of ability to adapt to new technological change and new procedures as implemented.
3. Knowledge of processes and procedures in an academic institution.