

Candidate Information

Position:	Project Manager
School/Department:	School of Biological Sciences
Reference:	25/112855
Closing Date:	Monday 6 October 2025
Salary:	£41,519 - £48,099 per annum
Anticipated Interview Date:	Monday 27 October 2025
Duration:	22 months or to 31 July 2027 (whichever is soonest)

JOB PURPOSE:

Queen's University Belfast is seeking a motivated, proactive, and well-organised Project Manager with a strong interest in sustainability and international research to support the delivery of the RUMEN Gateway, a flagship international research initiative led by Queen's. This multidisciplinary initiative advances fundamental knowledge of the rumen's uncultured microbial diversity and its role in fermentation processes through the isolation and characterisation of previously uncultured microorganisms. These efforts aim to generate new scientific insights into the functional diversity and ecological complexity of the rumen microbiome, laying the foundation for sustainable innovation in livestock systems and climate mitigation.

A central component of the RUMEN Gateway is the creation of the world's most comprehensive open-access microbial biobank of rumen microorganisms, designed to serve as a critical and enduring global resource. To achieve this vision, an international consortium of research institutions has been established and is continuously expanding, bringing together a diverse network of collaborators committed to microbial discovery and sustainable innovation. The project is supported by the Global Methane Hub and aligned with the Enteric Fermentation R&D Accelerator, contributing to a £3.5M+ investment under a broader \$200M global initiative launched at COP28.

The Project Manager will play a central and strategic role in ensuring the smooth, timely, and compliant execution of this complex, fast-paced, and high-impact programme. Based at Queen's, the post holder will work closely with the Principal Investigator and Lead Scientist to support the coordination of the global consortium and its collaborative activities.

Key responsibilities span three main domains:

1. Governance support: strengthening internal coordination, decision-making, progress tracking, and stakeholder engagement.
2. Operational administration: leading day-to-day logistics, consortium support, event coordination, and document management.
3. Financial administration: overseeing budget planning, expenditure tracking, procurement, and financial compliance.

MAJOR DUTIES:

1. Governance support:
 - Act as a liaison between scientific and administrative teams to ensure that scientific objectives are effectively supported by coordinated operational structures.
 - Provide executive support to governance bodies, including organising meetings, preparing and circulating agendas and meeting summaries, preparing papers, drafting minutes, and ensuring timely follow-up on agreed actions.
 - Monitor and track consortium-level reporting requirements, consolidating inputs from partners and ensuring timely submissions to institutional and funder bodies.
 - Identify and flag risks to deliverables, timelines, or partner engagement; support the development and implementation of mitigation strategies with the PI, Lead Scientist, and consortium coordination representatives.
 - Engage proactively with external stakeholders, including funders, advisory boards, and policy audiences, to support strategic planning and promote transparency and alignment with the project's global vision.

2. Financial administration:
 - Oversee financial administration in compliance with funder requirements, QUB procedures, and the project's financial plan, while ensuring coordination with the financial protocols of international partners.
 - Manage budget execution, expense approvals, payments, procurement, and contract coordination.
 - Collaborate with QUB Finance and Contracts teams to prepare financial reports and forecasts, and to support financial planning and due diligence across project activities.
 - Ensure responsible, efficient, and transparent use of funds through proactive financial oversight and integration of budget planning into operational workflows.
3. Operational administration:
 - Support coordination between scientific work packages and administrative delivery, in close collaboration with the Lead Scientist, by organising strategic and operational meetings and ensuring documentation and follow-up.
 - Manage documentation and administrative procedures for visiting researchers and new consortium partners.
 - Support the administrative integration of new partners into the consortium in collaboration with QUB teams. This includes compliance, documentation, subcontract facilitation, and administrative processes related to outsourced services.
 - Coordinate collaborative events such as webinars, workshops, and missions, including international logistics, liaison with speakers and participants, financial oversight, and post-event reporting to maximise dissemination and impact.
 - Collaborate with technical partners (e.g. database and web developers) to ensure digital infrastructure supports scientific goals and operational efficiency.
 - Manage project documentation via SharePoint and other systems, ensuring accurate records, version control, and user-friendly access to foster knowledge sharing and collaboration.
 - Collaborate with QUB and consortium experts to ensure compliance with ethical, legal, and regulatory frameworks, including the Nagoya Protocol and other access and benefit-sharing agreements.
4. Visibility and outreach:
 - Contribute to the project's visibility and engagement through communications campaigns, dissemination events, and public outreach.
 - Coordinate updates and content for the RUMEN Gateway website and social media platforms.
 - Support the creation of materials tailored to diverse audiences (scientific, policy, public), including digital, print, and visual outputs, in alignment with the project's strategic goals.

ESSENTIAL CRITERIA:

1. University degree in a relevant Science field (e.g animal science, microbiology, biological sciences, or related life sciences) OR Project Management.
2. Relevant experience including:
 - Managing significant resources (human, physical, financial)
 - Operational planning and project management
 - Providing senior executive support
 - Developing high-quality digital content
 - Organising complex events or international workshops
 - Familiarity with international research collaboration and funding frameworks
 - Experience in higher education or research-intensive environments
 - Experience in microbiology, livestock systems, or sustainability-related projects.
3. Strong ICT skills, including Microsoft Office (especially Excel, PowerPoint, Canvas).
4. Use of project management tools and digital collaboration platforms (e.g.: ClickUp).
5. Knowledge of financial and procurement procedures.
6. Ability to respond to changing situations and to plan, set and deliver time critical targets.
7. Ability to build and maintain effective working relationships with a wide range of people and roles at different levels of seniority.
8. Ability to plan, organise, prioritise work, and meet deadlines.
9. Ability to manage self and work both independently and collaboratively.
10. Ability to prioritise conflicting workloads, and to multi-task.
11. Ability to work in a team and independently.
12. Ability to prepare formal reports, documents, and minutes.
13. Excellent oral and written communication skills.
14. Strong interpersonal skills.
15. Strong organisational and time management skills.

16. Willingness to work outside of conventional work hour and travel internationally.

DESIRABLE CRITERIA:

1. Postgraduate qualification in a relevant area.
2. A professional project management qualification at practitioner level.
3. Experience coordinating international or multi-partner research collaborations, including cross-cultural communication and remote stakeholder engagement.
4. Experience in developing and coordinating public-facing communications (e.g. websites, social media, outreach materials) to support visibility and engagement.
5. Experience supporting the development or maintenance of biological resource repositories, data infrastructures, or open-access platforms.
6. Experience using SharePoint and CMS platforms.
7. Understanding of sustainability challenges in agriculture, climate mitigation, or microbiome science.
8. Familiarity with ethical, legal, and regulatory requirements in research environments, including data protection, reporting, and compliance frameworks (e.g., Nagoya Protocol or equivalent).
9. Ability to create or coordinate visual materials (e.g. infographics, reports, posters) for outreach and stakeholder communication.
10. Familiarity with impact evaluation, KPIs, or project monitoring frameworks used in research or development programmes.

ADDITIONAL INFORMATION:

The Project Manager will act as a key liaison between scientific and administrative teams, technical providers, and external partners. The post demands both strategic insight and hands-on initiative, with the ability to manage complexity, foster collaboration, and ensure alignment with institutional, funder, and regulatory frameworks.

This is an exceptional opportunity to contribute to a globally significant research programme positioned at the intersection of science, sustainability, policy, and innovation. The role offers extensive professional development through active involvement in international coordination, high-level governance, and delivery of a pioneering environmental project. The post holder will work closely with a wide network of researchers, institutions, and stakeholders across scientific, technical, and policy domains, gaining valuable experience in cross-cultural collaboration, technical delivery, and research diplomacy.