

Candidate Information

Position:	Education & Public Engagement Officer
School/Department:	School of Biological Sciences
Reference:	25/112968
Closing Date:	Monday 17 November 2025
Salary:	£35,136 per annum
Anticipated Interview Date:	Wednesday 26 November 2025
Duration:	3 Years

JOB PURPOSE:

Join the Engagement and Impact team at the Co-Centre for Sustainable Food Systems, a collaborative research centre funded by Research Ireland, UKRI, and DAERA, and managed by QUB, UCD, and the University of Sheffield.

The role involves developing and coordinating learning programmes for children and young people, and developing engagement activities with a broad range of stakeholders. This position requires excellent communication skills and a solid scientific understanding of the Co-Centre's multi-disciplinary research programme.

The successful candidate will have an opportunity to work in partnership with researchers, professional support teams, schools, community groups, policymakers, and industrial collaborators on the coordination and delivery of strategic projects. The role is office and community-based, five days per week, at the Co-Centre for Sustainable Food Systems (QUB).

MAJOR DUTIES:

1. Develop educational materials that make the Co-Centre's research accessible to children, young people, and other non-academic audiences.
2. Coordinate and deliver engagement programmes and events in schools and other community settings. This will involve developing and sustaining a network of partners in education and community sectors.
3. Collaborate with marketing and communications colleagues to produce engaging educational content for social media, web, and PR.
4. Support the implementation of the Engagement and Impact Strategy, including planning and delivering policy symposia, workshops, and advisory panels.
5. Provide confidential and effective administrative support to the Co-Centre's QUB Co-Director, ensuring timely access to documents and updates on relevant developments.
6. Coordinate training programmes to enhance the research team's capacity to plan and deliver high quality engagement activity.
7. Support stakeholder engagement initiatives, assisting researchers in building networks with internal and external partners.
8. Support the research Engagement and Impact Manager in tracking and reporting engagement activities, compiling data to support impact reporting for Co-Centre directors and funders.
9. Identify and develop opportunities to share and promote the Co-Centre's educational content and engagement activity across different jurisdictions.
10. Support the evaluation and monitoring of engagement activity by collecting and sharing data through feedback surveys, participant interviews, and stakeholder focus groups.

ESSENTIAL CRITERIA:

1. A primary degree in a relevant science subject (e.g., Biomedical Sciences, Nutrition), or substantial equivalent directly relevant experience in science communication or education.
2. Significant recent experience in education, science communication, or a multidisciplinary research environment.
3. Proven ability to develop learning resources that translate complex research into accessible content.
4. Experience using social media for communication and outreach.

5. Demonstrated success in delivering engagement activities for stakeholders and non-academic audiences.
6. Strong organisational, decision-making, problem-solving, and time management skills.
7. Proficiency in Microsoft Office and report writing.
8. Ability to work independently and adapt to evolving project needs.
9. Excellent communication skills, with the ability to engage a wide range of stakeholders.
10. Ability to use initiative, creativity and sound judgment to solve problems and maintain confidentiality.
11. High attention to detail, with the ability to meet deadlines and maintain quality standards.
12. Willingness and ability to travel as required.

DESIRABLE CRITERIA:

1. Masters or PhD in a field relevant to the research programme of the Co-Centre for Sustainable Food Systems (e.g., Biomedical Sciences, Nutrition).
2. A relevant qualification in one of the following areas: education, communication, or impact.
3. Recent experience working with stakeholders, including third-sector organisations.
4. Experience contributing to research reporting within a university setting.
5. Experience developing animated videos, posters, and infographics.
6. Experience using Adobe Creative Suite or similar products.

ADDITIONAL INFORMATION:

Informal Enquiries to Stephen Lavery: s.lavery@qub.ac.uk