

Candidate Information

Position: RiSC+ Project Coordinator Marketing and Comms
School/Department: Queen's Business School
Reference: 25/113036
Closing Date: Monday 5 January 2026
Salary: £35,136 per annum
Anticipated Interview Date: Monday 19 January 2026
Duration: Available for 39 months or to 31 March 2029, whichever is soonest.

JOB PURPOSE:

The ReImagining Supply Chains Network Plus (RiSC+) is housed at Queen's University Belfast, collaborating with partner institutions, including Ulster University, the University of Plymouth, Nottingham Trent University, the University of Derby, and the University of Reading. The network is also supported by a range of partners, including Moy Park, Foods Connected, Coca-Cola, The College of Agriculture Food & Rural Enterprise, The Department of Agriculture, Environment and Rural Affairs of Northern Ireland, Catapult Digital and Victoria and Albert Museum Dundee.

The post holder will work closely with a large team of academics, project partners and external networks and play an integral part in promoting the RiSC+ project and the work of its research teams to a wide and diverse audience. They will develop networks and deepen understanding of project outcomes and impact via multiple channels including digital content for website, social media, newsletters and through coordinating events and activities.

MAJOR DUTIES:

1. Plan and develop the communication activities to be delivered as part of the RiSC+ project, including the development of engaging content creation across a range of platforms.
2. Work with colleagues across the partnership to plan and coordinate the social media channels for the RiSC+ project, including the development of a content planning calendar to ensure these are kept up-to-date and fully represent the research and engagement activities of the project.
3. Liaise, as required, with multiple contact points across the RiSC+ network to acquire new communication material for use on the website and other digital communication channels.
4. Help coordinate a large conference in Belfast, with speakers and attendees from across the UK and rest of the globe. This will involve all aspects of event planning, and marketing, as well as liaising with Queen's preferred travel agent to ensure travel arrangements are in place.
5. Organise a series of network events, focusing on 'industry pull' and including specialist early-career researcher workshops, community events including organising agendas, venues, etc., and helping the Network Manager to source speakers.
6. Manage day-to-day relationships with partner institutions, project partners and external organisations within the Network and interact with internal departments as necessary to ensure smooth operations.
7. Help to develop and nurture close links and collaborate in events with other networks such as The AFN Network+, AGZERO+, a UKRI Network Plus in Digital Twinning.
8. Support the delivery of training to early career researchers to develop communication and social media engagement skills, and assist researchers with writing of engaging press releases, blogs and other communications formats as required.
9. Maintain a mailing list for the key RiSC+ stakeholders, and for developing a plan for the dissemination of up-to-date and relevant information to key partners including newsletter development.
10. Organise any necessary merchandise and printing associated with the events and network activities.
11. Co-ordinate monitoring activities within the Network to ensure that evidence for impact (e.g., data, information, or findings that demonstrate the outcomes or effects of a particular activity) is collected in a timely and a usable manner.

12. Undertake any other duties appropriate to the role that may reasonably be requested by the Network Manager as well as the project PI and Co-Is.

ESSENTIAL CRITERIA:

1. Relevant academic/vocational qualifications (e.g 2 A levels, NVQ level 3 or equivalent) OR have significant relevant experience.
2. Minimum of 4 years' relevant experience in marketing/web/ communications related role.
3. Have a good understanding and demonstrable experience of digital communications and social media for business use, including content scheduling.
4. Experience and demonstrable expertise in using website content management systems.
5. Experience of devising online communications (including writing copy and design of content.)
6. Experience in the development and management of events.
7. Experience of building effective working relationships and working in close collaboration with colleagues and both internal and external stakeholders to develop communications content.
8. Excellent oral and written communication skills.
9. Excellent IT and digital skills, with proficiency in Microsoft Office 365 products and use of databases.
10. High attention to detail and the ability to produce accurate work at pace.
11. Excellent time management skills with the ability to prioritise workload and meet deadlines.
12. Creative and able to find solutions to problems.
13. Ability to work on own initiative and as part of a team.
14. Ability to make decisions and to plan and prioritise within remit of post.
15. Flexibility to travel as part of the role, particularly the requirement to attend meetings with companies and universities across the UK.

DESIRABLE CRITERIA:

1. Knowledge and experience with a creative software package, e.g. Adobe Photoshop/ Illustrator, Canva.
2. Experience of designing dynamic video content and/or infographics for digital media platforms using design and video editing software.
3. Demonstrable awareness and understanding of opportunities and challenges relating to sustainability and global supply chains.

ADDITIONAL INFORMATION:

Informal enquiries may be directed to: Sinead Cahill at sinead.cahill@qub.ac.uk