Candidate Information

Position:	Project Co-ordinator for Evidence Exchange (0.5 FTE)
School/Department:	School of History, Anthropology, Philosophy and Politics
Reference:	26/113738
Closing Date:	Monday 23 November 2026
Salary:	£42,972 pro rata per annum (actual salary for 0.5 FTE is £21,486)
Anticipated Interview Date:	Thursday 3 December 2026
Duration:	12 months

JOB PURPOSE:

This 0.5FTE role will work as part of the Evidence Exchange project. This has been funded by ESRC for 3.5 years from February 2026 to create national infrastructure which widens and diversifies opportunities for public and civil servants to take up learning and exchange offers from universities and research organisations. The aim is to improve the use of evidence and expertise in public policy by creating opportunities for public policy professionals and academic researchers to learn from each other.

The post will initially be for 12 months with the possibility of an additional 24-month extension. The post will begin in Autumn, 2026.

The Project Coordinator will be part of the coordination team across the seven universities in the consortium (King's College London, University of Edinburgh, Swansea University, Queen's University Belfast, University of Manchester, UCL as well as Cambridge); and project partners who include the Scottish Policy Research Exchange and the Universities Policy Engagement Network.

The role holder reports to Dr Jack Taggart (Northern Ireland Hub Lead), Queen's University Belfast.

MAJOR DUTIES:

1. Supporting the EvEx Northern Ireland Hub Lead in developing a regional platform of policy-academic evidence exchange by providing project management support. This includes developing and maintaining project plans, developing project reports, and monitoring progress against key milestones and risks.
2. To serve as the primary point of contact for all project liaison pertaining to Northern Ireland's participation in the UK-wide EvEx initiative. This includes liaising with academics based at QUB and Ulster University, prospective and current Policy Fellows from the Civil and Public Servants, and with partners across EvEx institutions, including Project Managers based at the University of Cambridge.
3. Independently monitoring agreed priorities on academic-policy exchange in the NI context. The post holder will be expected to take the initiative and identify potential barriers to delivery and propose alternative strategies and priorities in relation to emerging challenges regarding project delivery.
4. To organise workshops, bespoke events, and other academic-policy meetings within Northern Ireland, alongside contributing to the organisation of UK-wide events in conjunction with the Project Management team based at the University of Cambridge.
5. Be primarily responsible in making the necessary arrangements for individual and team-based Policy Fellowships for public and civil servants within the region. This includes identifying relevant academics and clusters of expertise within Northern Irish Higher Education Institutions, organising and developing agendas for meetings between practitioners and academics, alongside managing logistical arrangements (including room bookings, transport arrangements, or online meetings where appropriate).
6. Assist in the development and management of surveys with public and civil servants in Northern Ireland, both with regards to the Policy Fellowship scheme, and in identifying emerging Learning and Developing needs pertaining to Evidence Exchange within the NI public and civil service.
7. Organise, arrange, and engage in consultation meetings with relevant public and civil servant representatives to support project delivery in line with the existing and emerging needs of the NI policy professions. This also includes the identification of relevant stakeholders.

8. Gather and analyse monitoring and evaluation data in line with the evaluation framework for EvEx, including through creating and sending surveys and conducting interviews with those involved in EvEx activity. This includes undertaking benchmarking of the Northern Irish hub against those situated across the devolved UK regions.
9. Serve as the primarily liaison and provide project management support towards developing a policy-academic exchange initiative between QUB's Centre for Public Policy and Administration and Ulster University's Centre for Public Administration.
10. Participate in EvEx Project Management Board and Advisory Board meetings, taking minutes and identifying areas for further action.
11. Alongside the NI Hub Lead, participate and contribute substantively in the selection process for Policy Fellowship applications in accordance with EvEx selection criteria.
12. Serve as the primary liaison and point of contact with regards to the financial and clerical dimensions of QUB's participation within EvEx, including arranging invoices between the QUB finance team and the University of Cambridge, while monitoring and reporting on budgets allocated to the project.
13. Undertake any other duties as may be reasonably required within the general ambit of the post.

ESSENTIAL CRITERIA:

1. Educated to at least Bachelor's degree level or equivalent in a relevant subject.
2. At least three year's experience in a similar or related role.
3. Previous and demonstrable experience of project management and/or coordination, with evidence of delivering project delivery through effective planning and monitoring of key project milestones.
4. Experience of cultivating and developing strong interdisciplinary relationships across a wide range of academic and policy stakeholders.
5. Experience of organising events.
6. Evidence of ability to exercise initiative and work independently.
7. Proficiency in Microsoft365, including Excel, Word, and PowerPoint
8. Excellent oral and written communication skills, including the production of high-quality reports and documentation for senior civil and public servants, and EvEx members.
9. Either experience in developing surveys for the purpose of project evaluation or a demonstrable willingness and capacity to engage in such activities.
10. Excellent teamwork skills

DESIRABLE CRITERIA:

1. A recognised Project Management qualification.
2. Experience of working in a project coordinator or management role within the Higher Education Sector
3. Demonstrable interest and/or experience in politics and policy, including the civil and public service, and initiatives surrounding research and policy exchange.
4. Experience in using project management software.