

## 1 Advertisement

**Post Title:** Research Communications and Events Coordinator

**School/department:** University of Sussex Business School

**Hours:** Full time considered up to a maximum of 36.5 hours.

Requests for flexible working options will be considered (subject to business need).

**Location:** Brighton, United Kingdom

**Contract:** permanent

**Reference:** 10874

**Salary:** starting at £24,144 to £27,396 per annum, pro rata if part time

**Placed on:** 10 March 2023

**Closing date:** 3 April 2023. Applications must be received by midnight of the closing date.

**Expected interview date:** to be discussed

**Expected start date:** As soon as possible

This is an exciting opportunity to join a dynamic team of research-support professionals in the University of Sussex Business School that facilitates the promotion of research to wide and diverse audiences.

The School is recognised as one of the top UK Business Schools for research income with impact across government, business, and civil society – particularly in regards to energy, trade, innovation, and sustainability.

This post provides support for the School's research engagement and communications activities, working closely with the Assistant Research Engagement & Events Manager, the Research Communications Manager, and other academic and professional services colleagues within the School as required.

The successful applicant will be required to undertake a variety of tasks including:

- assisting with the organisation of events
- written content creation
- editing
- website development and social media
- general administrative duties.

The position would be suitable for someone with an interest in communications and events coordination as well as current affairs.

The successful candidate will have first-rate written and oral communication skills, excellent attention to detail, and an open mind. You will also be highly organised, and able to work both independently and as part of a team. Good IT skills are required and experience in InDesign, and website and social media management would be an advantage.

Please contact Richard Taylor at [richard.taylor@sussex.ac.uk](mailto:richard.taylor@sussex.ac.uk) for informal enquiries.

For full details and how to apply see our [vacancies page](#).

*The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.*

**Please note: The University requires that work undertaken for the University is performed from the UK.**

## **2. The School / Division**

Please find further information regarding the school/division at <https://www.sussex.ac.uk/business-school/>

## **3. Job Description**

**Job Description for the post of:** Research Communications and Events Coordinator

**Department:** Professional Services

**Section/Unit/School:** University of Sussex Business School

**Location:** Essex House

**Grade:** 4

**Responsible to:** Assistant Research Engagement & Events Manager

**Responsible for:** None

**Key contacts:** School Research Communications Manager and other members of the Research Impact, Communications & Engagement (RICE) team, Research Manager, Senior Research Manager, Associate Dean for Research & Engagement, Directors of Research & Knowledge Exchange, faculty, other Professional Services teams in the School and across the University.

### **JOB DESCRIPTION**

This job description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed. Additionally, the balance between the role's two core remits (comms and events) will fluctuate over time, in response to demand and team capacity.

The post holder will be an active member of the vibrant Research Impact, Communications and Engagement (RICE) team, whose aim is to ensure that all research-related communications, engagement and impact-generating opportunities are fully explored and exploited.

### **PRINCIPAL ACCOUNTABILITIES**

The role supports a range of research communications, event management and administration activities, in support of the Business School's research activity and in line with the University's strategic aims, policies and procedures.

The post holder will be playing a key role in:

- supporting the design and implementation of a range of research communications outputs promoting the University of Sussex Business School's areas of research (including for web, social media and print).

- assisting the planning, organisation and delivery of research events including major conferences, workshops, public lectures and launches, as part of the Business School's engagement and impact-generation strategies.
- becoming a key point of contact between academic faculty members, teams and departments in the wider institution, external providers and stakeholders, communicating in a clear and comprehensive manner.
- ensuring that all processes and services for which they are responsible, including all clerical and administrative tasks, are delivered accurately and in a timely fashion.

## **KEY RESPONSIBILITIES**

Key responsibilities include, but are not limited to:

### **Key Responsibilities related to Research Communications:**

- To research, write and edit content for use across a range of channels To assist with preparing and editing key documents, including news articles, blog posts, policy briefs, promotional materials, newsletters and other publications as required To update and maintain research and event web pages
- To develop and schedule content for social media platforms and evaluate analytic data to enhance performance

### **Key Responsibilities related to Research Events:**

- To provide administrative and organisational support for conferences and research-focused events. This aspect of the role will involve organising logistics as well as promoting events internally and externally through a range of digital channels including social media and websites, as well as participating in these events if necessary.

The post holder takes responsibility for key areas, including the following tasks:

- Administering invitations, responses, submissions, information for participants, and registration for the events
- Organising travel and hotel bookings, liaising with participants as required
- Liaising with venues re: catering, room booking and equipment, etc.
- Preparing event materials including promotional materials, compiling event packs, name badges, etc.
- Processing travel and subsistence expense claims from participants during/after the events
- Working closely with event leaders and support teams within the School
- Assisting at the venue/on the virtual platform on event days -this aspect of the role may at times require early starts, late finishes and weekend working
- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

This Job Description sets out current responsibilities of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

## **4. PERSON SPECIFICATION**

### **ESSENTIAL CRITERIA**

1. Typically educated to degree level, or other equivalent qualification, or relevant experience (see role-specific criteria below).
2. Effective planning and organisational skills to manage own workload and priorities.

3. Effective communications skills to work with colleagues and customers providing information and responding to questions and queries.
4. Competent IT skills on MS Suite (e.g. Outlook, Excel), communications (e.g. Zoom) and other platforms and systems relevant to the role (see role-specific criteria below).

#### **ESSENTIAL ROLE-SPECIFIC CRITERIA**

1. Good copywriting, editing and proof-reading skills
2. Understanding of a range of social media platforms
3. Experience of administrative and clerical systems
4. Ability to develop an understanding of the School's research subjects in order to communicate about them effectively
5. Experience of writing content for a range of purposes, audiences and platforms
6. Good organisational skills, ability to prioritise workload and work effectively to deadlines
7. Experience supporting, delivering and promoting events (in-person, virtual or hybrid)
8. Ability to communicate well with a range of stakeholders
9. Ability to work accurately with strong attention to detail, including when handling large volumes of information (including financial and/or sensitive data)
10. Commitment to providing high-quality service delivery

#### **DESIRABLE CRITERIA**

1. Experience of managing social media accounts
2. Experience of Web Content Management systems
3. A broad interest in and understanding of social sciences research, in particular the Business School's subject areas
4. A good grasp of design principles and ability to use design software (e.g. Canva, Adobe InDesign)

#### **DIMENSIONS**

- This role does not have any responsibilities for equipment or premises.
- The post holder reports to the Assistant Research Engagement and Events Manager. They are given clearly agreed responsibilities in specific areas. Their line manager would agree daily/weekly/monthly tasks and duties in order to achieve their agreed objectives and support the delivery of the University's goals.
- The post holder may be expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
- Support achievement of the Division's/Unit's/School's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.