



1 Advertisement

Post Title: Research Assistant CIRCY

School/department: Education & Social Work

Hours: Part time up to - 0.05 FTE / 4 hours per week.-Requests for flexible working options will be considered (subject to business need).

Location: Brighton, United Kingdom

Contract: fixed term until 30th September 2024

Reference: 21455

Salary: starting at £32,982 to £37,099 per annum, pro rata if part time

Placed on: 29 August 2023

Closing date: 18 September 2023. Applications must be received by midnight of the closing date.

Expected Interview date: To be confirmed

Expected start date: 1st October 2023 or as soon as possible thereafter.

An opportunity has arisen within CIRCY (the Centre for Innovation and Research in Childhood and Youth) for a new fixed-term research assistant. The role will be based and managed in the School of Education and Social Work (ESW).

The purpose of this post is to support the development and delivery of the centre activities (including in-person), thus assisting CIRCY's contribution to the University research environment.

About CIRCY

The Centre for Innovation and Research in Childhood and Youth (CIRCY) is a pan-university research centre which is hosted by the School of Education and Social Work, and directed by Dr Liam Berriman (Social Work). It was recently awarded Centre for Excellence status by the university, for the period 2023-2028.

CIRCY involves members from the social and life sciences, arts and humanities, some of whom represent professional fields – including social work, law, education, psychology, and health. Established in 2012, CIRCY's research is interdisciplinary and international in scope.

Our diverse research and scholarship are united by a critical engagement with children and young people's lives in time, and a focus on the rights, voice and welfare of the child or young person at the centre of inquiry.

Principal tasks and accountabilities

The research assistant will provide administrative support and will help organise and deliver research centre activities both in person and online.

This is likely to include contributing to reports and social media activities but will primarily involve: organising events (including booking rooms and refreshments and publicising); supporting activities for staff and postgraduate research students both online in person (e.g. steering groups, seminars, workshops, reading groups, socials); supporting the doctoral researchers' network; working directly with children and young people to gather images for the annual report.

The time allocation is intended to be taken flexibly through each month and across the year to support the ebbs and flows of the centre activities. Significant tasks (such as events) will be structured and timetabled well in advance with the research assistant, taking into account their existing responsibilities and studies.

Openness to responding to urgent and unexpected requests for support from the Directors is also desirable, although the Centre recognises that the research assistant's existing commitments outside of the role will need to be prioritised.

Please contact Dr Liam Berriman (l.j.berriman@sussex.ac.uk) for informal enquiries.

"Please note that this position may be subject to [ATAS clearance](#) if you require visa sponsorship."

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/esw/circy/> and <https://www.sussex.ac.uk/esw/>

3. Job Description

Job Description for the post of: Research Assistant in Childhood and Youth

Department: Centre for Innovation & Research in Childhood and Youth (CIRCY)

Section/Unit/School: School of Education and Social Work

Location: Essex House

Grade: 6

Responsible to: Dr Liam Berriman

Responsible for: Director of the Centre for Innovation and Research in

Childhood and Youth.

KEY RESPONSIBILITIES

1. Research, Scholarship & Enterprise

1.1 With support from the Principal Investigator, contribute to the planning of the research programme.

1.2 Conduct research activity under supervision of the Principal Investigator, and in collaboration with others.

1.3 Assist with the analysis and interpretation of research findings and contribute to discussions on conclusions and outcomes.

1.4 Contribute to the writing of reports and other dissemination activities under the supervision of experienced researchers.

1.5 Plan own day-to-day research activity within the framework of the agreed programme.

1.6 Continually update knowledge and understanding in field or specialism, and engage in professional development.

2. Teaching & Student Support

2.1 Assist in the supervision of student projects and provide guidance to those assisting in the research.

3. Contribution to School & University

2.1 Attend and contribute to relevant research centre meetings.

2.2 Undertake additional duties, as required by the Research Director and/or Head of School.

4. Role-specific duties

4.1 Provide administrative support and help organise and deliver research centre activities both in person and online.

4.2 Organising events (including booking rooms and refreshments and publicising).

4.3 Supporting activities for staff and postgraduate research students both online in person (e.g. steering groups, seminars, workshops, reading groups, social events)

- 4.4 Supporting the research centre's doctoral researchers' network.
- 4.5 Working directly with children and young people to gather images for the annual report.

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 level of responsibility entailed.

4. Person Specification

ESSENTIAL CRITERIA

1. Normally educated to degree level, or other equivalent qualification, or relevant level of experience, as appropriate to the discipline (see role-specific criteria below).
2. Good presentation skills, with the ability to communicate effectively, both orally and in writing, with colleagues and external audiences.
3. Ability to work independently (under supervision by the Research Director), and as part of a team.
4. Ability to exercise a degree of innovation and creative problem-solving.
5. Excellent organisational and administrative skills.
6. Ability to prioritise and meet deadlines.
7. Excellent IT skills, including Word, email, Excel, websites and social media.
8. Ability to follow guidance of team leaders.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Able to be present in person at designated events, with appropriate notice, including evenings.
2. Confident in interpersonal engagement.
3. Capacity to be flexible across each week to respond to emails.

DESIRABLE CRITERIA

1. To either have, or be in the process of completing, a postgraduate degree whose research focus is consistent with the aims and research themes of CIRCY.
2. Prior knowledge of, or engagement with, the field of childhood and youth studies.

3. Awareness of the interdisciplinary nature of research related to children, childhood, youth, and family studies.
4. Confident in engaging with children and young people in a research or consultation context.
5. Flexibility to respond to urgent requests to support the work of the centre.