

UNIVERSITY OF SUSSEX

1. Advertisement

Post Title: Project Coordinator

School/department: School of Education and Social Work, Department of Social Work and Social Care

Hours: Part time hours considered up to a maximum of 11 hours per week. Requests for [flexible working](#) options will be considered (subject to business need).

Contract: fixed term until 03 November 2023

Reference: 2415

Salary: starting at £25,941 and rising to £30,046, pro rata

Closing date: 05 November 2019. Applications must be received by midnight of the closing date.

Expected interview date: 27 November 2019

Expected start date: As soon as possible

The Department of Social Work and Social Care, within the School of Education and Social Work, has been awarded a major grant by the Economic and Social Research Council, entitled 'Improving social care systems and practices for young people at complex safeguarding risk: what promotes and sustains innovation?'. The four year project will examine innovation in services and interventions to address complex safeguarding risks faced by adolescents, such as child sexual and criminal exploitation, gang involvement, and unmet mental health needs. The project as a whole is led by Professor Michelle Lefevre (Principal Investigator) with a team at the University of Sussex, who will work in close collaboration with the Universities of Bedfordshire and Oxford, Research in Practice (www.rip.org.uk/), Innovation Unit (<https://www.innovationunit.org/>) and 'Become Charity' (<https://www.becomecharity.org.uk/>) There will also be substantial engagement with six local authority areas across the UK where fieldwork will be conducted, as well as contact with other organisations, systems and individuals involved in our learning and development network and advisory forum.

To support this work, we seek to appoint a part-time project coordinator to enable the research team to work cohesively and efficiently across this complex multi-strand collaborative project and ensure the project objectives are met in a timely manner. A key aspect of the co-ordinator's role will be to devise and implement a set of administrative systems for the project which will enable the following: the achievement of tasks, with deliverables to deadline, and progress towards objectives to be monitored across the strands of the project; data and other information to be organised in line with data protection legislation; communication to be facilitated between team members, and between the team and its external stakeholders, using a variety of platforms. The co-ordinator will hold a key role in communication with the public through: designing and formatting publicity materials and other outputs; maintaining and updating the project website regularly with new project outputs; publicising the project's activities through social media. The co-ordinator will also undertake a variety of administrative tasks, including: the organisation of events (including two large conferences); working with team members to make travel and accommodation arrangements; liaising with external organisations to organise fieldwork and other events; organising and minute meetings.

The successful candidate will be a highly skilled administrator who has excellent interpersonal skills and the ability to communicate effectively with a range of internal and external partners and stakeholders, using a variety of platforms. It is essential that he/she will also have experience of research project administration and be able to work independently as well as collaboratively.

There is some flexibility in the working pattern, which will be discussed with the successful candidate.

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.

2. Senior leadership and management

The Vice-Chancellor (Professor Adam Tickell) is the senior academic officer and, as Chief Executive, is responsible to the University Council for management of the University. He is supported by an executive group, which includes the Deputy Vice-Chancellor, the three Pro- Vice-Chancellors, the Chief Operating Officer, the Director of Finance and the Director of Human Resources. The Heads of the Schools of Studies at Sussex report to the Deputy Vice-Chancellor.

The Chief Operating Officer heads the Professional Services of the University. In addition, under the University Statutes, the Chief Operating Officer is Secretary to the University Council. The Director of Finance reports to the Vice-Chancellor, the Director of ITS and the Librarian report to the Chief Operating Officer.

3. The School / Division

The School of Education and Social Work was created in August 2009, bringing together two long-established and thriving departments — the Department of Education and the Department of Social Work & Social Care. The School occupies dedicated accommodation at the heart of the campus, benefitting from recent major investment by the University in teaching accommodation, library, IT infrastructure, and other facilities. The Department of Education provides programmes of pre-initial and initial teacher education, international education, and doctoral education as well as undergraduate programmes in childhood and youth and in primary and early years education. The Department of Social Work & Social Care provides programmes of initial qualification and continuing professional development, alongside a thriving research programme. The School has a large number of both home and international doctoral students, and is a core member of the ESRC SeNSS Doctoral Training Partnership.

Both departments are led by a Head of Department, appointed on fixed-term rotation basis from within the senior faculty, and the School's work is supported by 4 internal directorships with oversight of teaching and learning, student support, doctoral studies and research & knowledge exchange. The academic work of the School is supported by professional services staff located within the School and led by the School Administrator, as well as by a range of central university services.

The School's overarching strategic goal is to maintain and further develop a thriving and sustainable environment that contributes at the highest level to the disciplines of education and social work. The School has a commitment to the value of contributing to social justice at the global, international and national levels in terms of our research, teaching and professional education activities. Research in the School of Education and Social Work at Sussex is organised around research centres, including the Centre for Higher Education and Equity Research (CHEER), the Centre for Social Work Innovation and Research (CSWIR), the Centre for Innovation and Research in Wellbeing (CIRW), the Centre for International Education (CIE), and the Centre for Teaching and Learning Research (CTLR). The School is also a partner in the University's Rudd Centre for Adoption Research and Practice.

Research in childhood and youth is led from the cross-University Centre for Innovation and Research in Childhood and Youth (CIRCY), which has its base within the School.

4. Job Description

UNIVERSITY OF SUSSEX

Job Description for the post of: Project Coordinator

Department	Social Work and Social Care
Section / Unit / School	Professional Services, ESW
Location	Essex House
Grade	5
Responsible to	Project PI (Prof. Michelle Lefevre) (day to day work)
Responsible for	NA

The Project Coordinator will ensure the research team works cohesively and efficiently across this complex multi-strand collaborative project to ensure the project objectives are met in a timely manner. 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.

Key duties and responsibilities:

1. Devising, implementing and maintaining a set of administrative systems for the project which will enable the research team to work cohesively and efficiently across this complex multi-strand collaborative project and support the meeting of the project objectives;
2. Liaising and collaborating with research team members (including our partner organisations Research in Practice, University of Bedfordshire, University of Oxford, Innovation Unit, and Become), with the funder, and with external stakeholders (individuals/organisations/ networks where case studies are being conducted, or which are part of our Advisory Forum or Learning and Development Networks) to support the production of project deliverables according to the timeline;
3. Monitoring progress with the project plan, including tasks and identified deliverables, and reporting regularly on this progress, enabling the PI and Co-Investigators to maintain oversight of the various project strands;
4. Working proactively to ensure that new actions, e.g. arising from meetings and reviews, are recorded accurately, disseminated to appropriate individuals and groups, and are monitored for progress;
5. Set up a financial system to maintain accurate financial records relating to project expenditure against the budget;
6. Compiling information to report to the funder, or other bodies, as required;
7. Facilitating communication between research team members, and between the team and its external stakeholders, using a variety of platforms, including on-line systems

8. Setting up and maintaining databases to organise data, evidence of impact, and other types of information, ensuring compliance with data protection legislation;
9. Designing and distributing publicity materials;
10. Formatting and proof-reading outputs, such as research briefings, blogs, journal articles, and reports;
11. Maintaining and updating the project website regularly with new project outputs;
12. Publicising the project's activities through social media;
13. Organising larger consultation and dissemination events.

Other duties:

Making travel, accommodation and hospitality arrangements for research team and advisory group members;

Liaising with external organisations to organise fieldwork and other events;

Deal effectively and efficiently with enquiries from team members, external stakeholders and the funder;

Organise and minute meetings;

Providing general administrative support as required to support the project's objectives.

5. Person Specification

a) Skills/Abilities

	Essential	Desirable
• Excellent organisational and administrative skills	X	
• Ability to set up and implement administrative systems and processes which enable the project objectives to be met	X	
• ICT competence, including in using Microsoft Office, databases, spreadsheets, and search engines	X	
• Able to format documents for a variety of purposes and audiences, including research briefings, journal articles, and reports to the funder;	X	
• Able to use design software, e.g. to produce publicity materials	X	
• The ability to communicate effectively and appropriately with people at a range of levels, in oral and written form	X	
• Able to write, and to proof-read, to a high standard of accuracy	X	
• Ability to demonstrate high levels of precision and attention to detail	X	
• Ability to organise own workload and prioritise tasks to meet deadlines while under pressure.	X	
• Ability to work proactively and reactively to meet project objectives	X	
• Sound numeracy and comfortable with managing financial records, monitoring budgets, and making budgetary reports	X	
• Able to update information on a public-facing website	X	
• Able to use a range of social media	X	

b) Experience

	Essential	Desirable
• A proven track record of working collaboratively and effectively within an administrative role	X	
• Experience of designing and implementing effective systems and processes and ensuring team-wide adherence	X	
• A proven track record of event organisation	X	
• Experience of organising, supporting and servicing meetings	X	
• Experience of liaison with external stakeholders from the public charitable, independent or business sectors	X	
• Experience of monitoring and reporting project outcomes	X	
• Working within research project administration	X	

• Experience of supporting quality assurance		x
• Having used social media for professional purposes		x

c) Knowledge

	Essential	Desirable
• Data protection requirements		x

d) Personal Attributes

	Essential	Desirable
• Quick-thinking and responsive to new challenges within project administration	x	
• Able to work independently and make own decisions	x	
• Demonstrable commitment to working collaboratively, as part of a team	x	
• Willing to work flexibly and adapt workload to demand	x	
• Able to use initiative to problem solve	x	
• Comfortable in establishing rapport and building ongoing working relationships with a variety of internal and external partners	x	
• Diplomacy and the ability to remain calm when working to different priorities across the project and with its diverse range of team members and external stakeholders	x	
• Committed to high levels of customer service delivery	x	
• Demonstrable commitment to personal and professional development relevant to the role	x	